Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF CONSEQUENCES FOR FAILURE TO RESPOND

Dear [Recipient Name],

This letter serves as a formal notification regarding your failure to respond to our previous communication dated [Date of Previous Letter] concerning [Subject Matter/Account Number].

Despite our prior attempts to reach you, we have not received the required [response/payment/documentation]. Please be advised that if we do not receive a response by [Deadline Date], the following actions may be taken:

- [Consequence 1: e.g., Termination of services]
- [Consequence 2: e.g., Immediate referral to a collection agency]
- [Consequence 3: e.g., Initiation of formal legal proceedings]
- [Consequence 4: e.g., Assessment of late fees or penalties]

We strongly urge you to contact us immediately at [Phone Number] or via email at [Email Address] to resolve this matter and avoid the consequences listed above.

We look forward to your prompt cooperation.

Sincerely,

[Your Name]
[Your Title]
[Company Name]