

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: FINAL NOTICE - EXPIRATION OF GRACE PERIOD

Dear [Recipient Name],

This is a formal notification that the grace period for your outstanding balance on Account #[Account Number] is set to expire on **[Expiration Date]**.

Our records indicate that we have not yet received your payment of **[\$[Amount Due]**, which was originally due on [Original Due Date].

Please be advised that if payment is not received by the expiration date mentioned above, the following actions may occur:

- Immediate disconnection or suspension of services.
- Assessment of late fees and interest charges.
- Reporting of delinquency to credit bureaus.
- Referral of your account to a third-party collection agency.

To avoid these consequences, please submit your payment immediately via [Payment Method/Website] or contact our billing department at [Phone Number] to discuss payment arrangements.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department]
[Your Company Name]