

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

[Date]

[Client Name]
[Client Company Name]
[Client Address]
[Client City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT - Invoice(s) #[Invoice Numbers]

Dear [Client Contact Name],

This letter serves as a formal final demand for the payment of outstanding billable hours for professional services rendered between [Start Date] and [End Date].

Despite previous reminders sent on [Date of first reminder] and [Date of second reminder], our records show that a total balance of \$[Amount Due] remains unpaid. This balance is now [Number] days past due.

The details of the outstanding hours are as follows:

- Total Billable Hours: [Number of Hours]
- Hourly Rate: \$[Rate]
- Total Amount Due: \$[Amount Due]
- Original Due Date: [Date]

Please remit the full payment of \$[Amount Due] by [Deadline Date, e.g., 7 days from today]. Payment can be made via [Payment Method: Bank Transfer/Credit Card/Check].

If payment is not received by the aforementioned date, we will be forced to take further action to recover the debt, which may include legal proceedings or the involvement of a collection agency. This may result in additional interest, late fees, and legal costs being added to your balance.

If you have already sent the payment, please disregard this letter. If there are any discrepancies or if you wish to discuss a payment plan, please contact me immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]