

## FINAL NOTICE

Date: [Insert Date]

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

Re: Final Notice of Overdue Intellectual Property Service Fees

Dear [Client Name/Contact Person],

Our records indicate that your account remains past due despite our previous reminders. This is a formal final notice regarding the outstanding balance for intellectual property services rendered.

### Account Summary:

- Invoice Number(s): [Insert Invoice Numbers]
- Service(s): [e.g., Trademark Filing / Patent Maintenance / IP Consultation]
- Original Due Date: [Insert Date]
- Total Outstanding Amount: [Insert Amount]

Please be advised that your intellectual property rights may be at risk. Continued non-payment may result in the abandonment of pending applications, the expiration of registered assets, or the cessation of our legal representation regarding your IP portfolio.

We require immediate payment of the full balance by [Insert Deadline Date]. Payment can be made via [Insert Payment Method - e.g., Bank Transfer, Credit Card, Portal Link].

Failure to settle this balance by the deadline will leave us with no choice but to take further action, which may include referring your account to a collection agency or seeking legal remedies. Furthermore, all active work on your files will be suspended immediately.

If you have already sent payment, please disregard this notice. If you are experiencing financial difficulties, please contact our billing department immediately at [Insert Phone Number/Email] to discuss a potential payment arrangement.

Sincerely,

[Your Name/Firm Name]  
[Your Title]  
[Your Contact Information]