

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

[Date]

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

RE: FINAL NOTICE PRIOR TO DEBT COLLECTION - Invoice(s) #[Invoice Numbers]

Dear [Client Name],

This letter serves as formal notice that your account is now severely past due. Despite our previous reminders dated [Dates of previous notices], we have not yet received payment for the hourly services rendered between [Start Date] and [End Date].

As of today, your outstanding balance is: **#[Total Amount Owed]**.

Please be advised that if payment is not received in full by [Deadline Date - e.g., 10 days from today], we will be forced to refer your account to a professional debt collection agency and/or initiate legal proceedings to recover the unpaid fees. This action may negatively impact your credit rating.

To avoid this escalation, please remit payment immediately via [Accepted Payment Methods].

If you have already sent payment, please disregard this notice. If you wish to discuss a payment plan, please contact our office immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]