

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

[Date]

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

RE: NOTICE OF INTENT TO INITIATE COLLECTIONS - FINAL WARNING

Dear [Client Contact Name],

This letter serves as formal notice regarding your outstanding balance for corporate representation services provided by [Your Company Name]. According to our records, your account is currently past due in the amount of \$[Amount].

Despite previous reminders sent on [Date of First Notice] and [Date of Second Notice], we have not received payment or a proposal for a payment plan. The following invoices remain unpaid:

- Invoice #[Number] - [Date] - \$[Amount]
- Invoice #[Number] - [Date] - \$[Amount]

Please be advised that if we do not receive the full payment of \$[Total Amount] by [Deadline Date], we will have no choice but to escalate this matter. This may include:

- Transferring your account to a third-party debt collection agency.
- Initiating legal proceedings to recover the debt, including interest and legal fees.
- Reporting the delinquency to relevant credit bureaus.

You can avoid these actions by submitting payment via [Payment Method] or contacting our billing department at [Phone Number] immediately to resolve this matter.

We hope to settle this account amicably and look forward to your prompt response.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]