

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

[Date]

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

RE: FINAL DEMAND FOR PAYMENT AND NOTICE OF WITHDRAWAL OF SERVICES

Dear [Recipient Name],

This letter serves as a formal final demand for the outstanding balance of \$[Amount Owed] regarding Invoice(s) [Invoice Number(s)], which was/were due on [Original Due Date].

Despite previous reminders sent on [Dates of previous contact], we have not received the payment or a satisfactory proposal for settlement. Your account is now [Number] days past due.

Notice of Withdrawal:

Please be advised that if payment is not received in full by [Deadline Date], we will immediately withdraw all ongoing services, support, and/or delivery of goods. This withdrawal will remain in effect until your account is brought to a zero balance.

Legal Action:

Failure to settle this debt by the aforementioned date will leave us with no choice but to escalate this matter to a third-party collection agency or initiate legal proceedings to recover the debt, including interest and legal fees as permitted by law.

Please remit payment via [Payment Method: e.g., Bank Transfer, Credit Card, Check] to avoid the interruption of your services and further legal complications.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]