

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

[Date]

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

Subject: FINAL NOTICE: Payment Declined for Account [Account Number]

Dear [Customer Name],

We are contacting you because our attempt to process the final payment for your account on [Date] was declined by your credit card provider.

Payment Details:

Invoice Number: [Invoice Number]
Amount Due: \$[Amount]
Card Ending In: [Last 4 Digits]

This is your final billing statement. To avoid further action or the transfer of your account to a collections agency, please update your payment information immediately. You can settle this balance by:

- Logging into your account at: [Website URL]
- Calling our billing department at: [Phone Number]
- Mailing a check to the address listed above

Please remit payment within [Number] days of the date of this letter to ensure your account is closed in good standing.

If you have already made this payment, please disregard this notice.

Sincerely,

[Your Name/Department]
[Your Company Name]