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FINAL NOTICE

DATE	YOUR ACCOUNT / REF.	PREVIOUS NOTICES	PAY BY	TOTAL NOW DUE

TO

Name _____
Company _____
Address _____
Email _____

FROM

Business _____
Address _____
Phone / email _____
Contact person _____

Dear customer,

Despite our previous reminders on the dates shown above, the balance below remains unpaid and we have received no response. This is our final request for payment before we take further action.

Please pay the total now due by the deadline above. If payment in full is not received by that date, we intend to do one or more of the following without further notice: refer the account to a collections agency, file a claim in small claims court for the amount plus costs and interest permitted by law, and suspend further work or deliveries until the account is settled.

We would still prefer to resolve this directly. If there is a genuine dispute or hardship, contact us before the deadline and we will listen. Otherwise, payment by the date above closes the matter.

Balance

Invoice no.	Due date	Description	Days overdue	Amount	Fees / interest

Invoices	
Fees and interest	
Total now due	

Pay by bank transfer _____
Checks payable to _____
Pay online / card _____
To discuss, contact _____

Sincerely,

Signed _____ Name and title _____ Date _____

Reply slip (detach and return, or reply by email with the same details)

- ☐ Payment of the full amount has been sent on _____ by _____ (method / reference)
- ☐ I propose to pay in installments of $_____ on the ____ of each month, starting _____
- ☐ I dispute this balance for the following reason (attach details):

_____