

Final Demand for Payment

Date: _____, 20 ____

To: _____

RE: Payment of Your Account

Dear _____:

Regarding your delinquent account in the amount of \$ _____, we have requested payment on this account several times without success.

THIS IS YOUR FINAL NOTICE.

Please be advised that unless we receive payment in full on this account in this office within ten (10) days of the date of this letter, we will immediately turn this account over to our attorneys for collection proceedings against you without further notice.

These proceedings will include claims for pre-judgment interest on your account and all legal and court-related costs in connection with collection of this past-due account and will substantially increase the amount that you owe us. Collection proceedings may also have an adverse effect on your credit rating.

We regret the necessity for this action and urge you to clear up this account delinquency immediately. If full payment has been sent, please disregard this notice.

Thank you for your immediate attention to this serious matter.

Very truly,

Signature

Printed Name