[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: FINAL REQUEST FOR PAYMENT PRIOR TO SENDING TO COLLECTION AGENCY**

Dear [CLIENT NAME],

We delivered to you [ITEMS SHIPPED] on [SHIP DATE] and invoiced you according to the agreed price of [AMOUNT DUE].

According to our agreement, you were obligated to pay this invoice within [TERMS DAYS] days. [TERMS DAYS + PAST DUE DAYS] days have now passed, and despite the several reminders that have been sent, this invoice remains unpaid.

Please contact us as soon as possible to make arrangements to pay this invoice.

It was our expectation that, especially after our recent [TELEPHONE CONVERSATION or EXCHANGE], that you would fulfil this obligation. We provided you with the products you requested and gave you the credit terms you needed.

Please take responsibility for this unpaid bill and pay your debt immediately. [YOUR COMPANY NAME] would rather we did not resort to a professional agency to collect what you owe us. However, we are prepared to do so. We are aware that this will damage your credit rating and it is to our understanding that you value your reputation and your credit rating. Please do not force [YOUR COMPANY NAME] to take extreme measures to obtain payment.

As this is our final notice before initiating collection procedures, please govern yourself accordingly and promptly begin steps to repay the outstanding balance.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]