

# FINAL DEMAND FOR PAYMENT

|            |           |      |
|------------|-----------|------|
| Account #: | Date:     |      |
| Customer:  | Telephone |      |
| Address:   |           |      |
|            |           |      |
| City       | State:    | Zip: |

**Regarding your account, please be advised that we continue to show the following outstanding balance on our books: We have requested payment on this account several times without success. THIS IS YOUR FINAL NOTICE**

| INVOICE NO.                                | ITEM/ DESCRIPTION | DATE | AMOUNT |
|--|-------------------|------|--------|
|  |                   |      |        |
|  |                   |      |        |
|  |                   |      |        |
| Interest charged on your account at _____% |                   |      |        |
| Late charges                               |                   |      |        |
| Less credit and payments                   |                   |      |        |

**TOTAL BALANCE DUE**

Unless we receive payment in full on this account within 10 days of the date of this letter, we will immediately turn this account over to our attorneys and/or collection agency for collection proceedings against you without further notice.

These proceedings will include claims for pre-judgement 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 which you owe us. Collection proceeding 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 immediate attention to this serious matter.

Sincerely,

\_\_\_\_\_