

[Date]

Re: Final Demand for Payment, Account #

Dear _____:

Despite our efforts to resolve your past due account, payment on your account has not been forthcoming. As such, we are now informing you that this is your **final notice** and last opportunity to make payment.

Unless we have your check in the amount of \$_____ within the next five (5) business days or by _____, we shall forward your account to collections.

If you have any questions or wish to discuss this matter, please contact us immediately at (____) _____.

Sincerely,

[Practice]