

FINAL DEMAND – OVERDUE ACCOUNT

"[Insert Date Here]"

"[Insert Address Here]"
"Insert Address Here"
"[Insert Address Here]"
"[Insert Address Here]"

SAMPLE

ATTENTION: "[Insert Addressee Full Name Here]"

SUBJECT: FINAL DEMAND FOR SETTLEMENT OF OVERDUE ACCOUNT

Dear "[Insert Address First Name Here]"

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Every reasonable attempt has been made to resolve settlement of your outstanding account in an amicable manner, sadly to no resolve. Please consider this *Notice of Final Demand* as our last attempt before proceeding with legal action. Please urgently settle the outstanding amount of "[Insert Amount]" within the fortnight by electronic payment into our account. No solicitor's fees will be payable if the matter being handed over to our attorneys together with a summons to recover the said amount in full with delay. You will also be held liable for any legal costs as well as collection agency fees resulting from action taken against

VIEW

Kind Regards,

"[Insert Your Name]"

"[Insert Your Title Here]"