[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Final Notice Before Action

Last demand before debt recovery steps

Date: [date]

To: [Customer name]

Re: FINAL NOTICE - Invoice [invoice number], [amount] [currency], [number] days overdue

Letter

Dear [Customer name],

Despite our reminders of [date 1] and [date 2], invoice [invoice number] for [amount] [currency] remains unpaid.

This is a final notice. You must pay the full amount within [7] days of the date of this letter, i.e. by [deadline date].

If payment is not received by then, we will [instruct a debt collection agency / begin legal proceedings / list each step you intend], without further notice. Any additional costs of recovery will be added to the debt where our terms and the law allow.

To avoid this, pay immediately to [bank details / payment link] or call [phone] today.

Yours faithfully,

[Your name]

[Job title], [Company name]

[Phone] · [Email]

Note: debt recovery rules and late-payment legislation differ by country. Check the law that applies to you before sending demands or adding charges.