

Ultimatum Letter

(Date)

(Recipient Name)
(Name of Company, if different from recipient name)
(Street Address)
(City, State, Zip)

(Recipient Phone Number)

FINAL NOTICE: Delinquent Payment on Invoice # _____

Dear (Mr./Ms. Recipient Name):

Your account is now seriously delinquent. Payment for Invoice # _____ in the amount of \$ _____ was due by _____. To date, no payment has been received.

I have already sent you several letters requesting payment. This is your final notice.

If I do not receive your payment by _____, I will turn your account over to a professional debt collection agency.

To avoid this situation, please send your payment immediately to the address below.

Sincerely,

(Your Name)
(Your Address)
(Your Phone Numbers)