# **“Your company logo here”**

**Saturday, August 29, 2020**

**FINAL NOTICE PRIOR TO COLLECTION**

Dear Customer,

To date, we have received no correspondence pertaining to your $ 0,000.00 debt to our company. This, following numerous attempts to collect will be your final notification prior to our referring your debt to an outside collection firm.

Your balance is currently XX days past due. We intend to close this matter within no more than five business days of 8/29/2020. Your full payment by that date will stop this process.

If you fail to respond to this notice, you will be contacted by a collection firm and can no longer be assisted by our company in preventing this potential credit-affecting collection to take place.

**Name**

Title, company name