[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: FINAL REQUEST FOR INVOICE PAYMENT – CERTIFIED MAIL**

Dear [CLIENT NAME],

This letter is concerning your unpaid invoice number [INVOICE NUMBER] dated [INVOICE DATE] in the amount of [INVOICE AMOUNT].

This invoice is severely overdue, and your refusal to send payment has become a huge concern. Our records indicate that this amount is due for services rendered and that we are entitled to begin collection procedures should it be necessary.

Please send your payment immediately or contact us should there be a problem.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]