Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

It is highly disappointing that you have still not cleared your overdue bill despite our previous reminders. Consider this our final warning. You are required to make your overdue payment by the 15th of July. In case you ignore this warning, legal action will be taken against you.

We expect prompt payment from you as soon as you receive this letter. You may contact our customer care service in case of any queries.

Regards,  
[Your Name]