

Final Notice for Cleaning Service Agreement

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

This letter serves as a final notice regarding the cleaning service agreement established on [Insert Start Date]. As per our records, there are outstanding payments amounting to [Insert Amount] that remain unpaid.

We request that the full payment be made by [Insert Deadline], to avoid further action. Failure to comply may result in the termination of services outlined in our agreement.

We value your business and hope to resolve this matter promptly. Please feel free to reach out with any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]