

Final Notice for Uncollected Funds

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that, as of the date of this notice, there remain uncollected funds associated with your account, totaling [Insert Amount]. Despite previous communications, this amount remains outstanding.

It is imperative that you address this matter promptly. Please remit payment in full by [Insert Due Date] to avoid further actions, which may include additional fees or legal steps.

For your convenience, you may make the payment via [Insert Payment Methods]. If you have already sent payment, please disregard this notice.

Should you have any questions, do not hesitate to contact us at [Insert Contact Information].

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]