

Decisive Notice of Payment Obligation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a decisive notice regarding your outstanding payment obligation of [Insert Amount] for [Insert Description of Service/Product] that was due on [Insert Due Date]. Despite previous reminders, this payment remains unpaid.

Please be advised that if the payment is not received by [Insert Final Date], we may initiate further action to recover the amount owed, including but not limited to legal proceedings.

We urge you to address this matter promptly to avoid any further complications.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]