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August 1, 1995

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Dear [recipient's name],

*Final Notice - Overdue Payment*

Our letters dated [date of first reminder] and [date of first reminder] concerning non-payment of your

account for [month of account] have not been answered.

Unless immediate written response is received from you we shall place this matter in the hands of our

solicitor and suspend all further delivery of goods to you.

We regret this action has become necessary and ask you make payment of the outstanding account as soon as possible.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]