00 Month Year

First Name Last Name Address

SUBURB SA XXXX

Dear XXX

**FINAL NOTICE**: Overdue Payment on Invoice # XXX

Your account is now seriously overdue. Payment for Invoice # XXX in the amount of $ XXX was due by XXX.

To date, no payment has been received. We have made numerous attempts by letter requesting payment.

This is your **FINAL NOTICE**.

If we do not receive your payment by XXX, we will have no option but to turn your account over to a professional debt collection agency and cease services until payment has been received.

To avoid this situation, please make payment immediately.

Please contact me on (08) 8340 2000 or via [billing@enhancedlifestyles.com.au](mailto:billing@enhancedlifestyles.com.au) to discuss. If you have recently made payment, please disregard this letter.

Kind Regards,

**Jordon Lee   
Finance Manager**