

Warning of Imminent Financial Penalty

Dear [Recipient Name],

This letter serves as a formal warning regarding your outstanding financial obligations to [Company/Organization Name]. Despite previous reminders, the balance of your account remains unpaid.

Please be advised that failure to remit payment within **7 days** of this notice will result in an immediate financial penalty as stipulated in our agreement.

To avoid additional charges and further action, please settle the outstanding amount without delay.

If you have already made this payment, kindly disregard this notice. For any questions, please contact our office as soon as possible.

Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]

Acknowledge Receipt: