<Insert name>

<Insert address>

**RE: FINAL NOTICE - OUTSTANDING ACCOUNT**

<Insert name>

<Insert Wheatbelt General Practice/or WGPN> wish to draw your attention to the amount of $<Insert amount> (see enclosed invoice/s) which was due to be paid on <Insert date> and, despite requests for payment, remains outstanding.

<Insert Wheatbelt General Practice/or WGPN> require that payment of this amount be paid on or before <Insert date>. Payment of this account has now well exceeded the normal credit facility and <Insert Wheatbelt General Practice/or WGPN> are not in the position to be able to allow this matter to continue unresolved indefinitely.

If this account is not resolved by the specified date the right is reserved without prejudice to commence legal proceedings to recover the debt without further notice. You may be responsible for any associated legal fees or collection costs.

If you wish to prevent this, please contact the undersigned as a matter of urgency and settle your account before the above date.

Regards,

<Insert Name>

<Insert position>

<Insert date>