

Final Notice Before Enforcement of Legal Rights

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Final Notice Before Legal Action

Dear [Recipient's Name],

This letter serves as a final notice regarding the outstanding obligation under the [describe the nature of the obligation, e.g., "contract dated [insert date]"]. Despite our previous communications, we have yet to receive payment of [insert amount] that was due on [insert due date].

Please note that failure to resolve this matter by [insert final deadline date, e.g., "the end of this notice period"] will result in us enforcing our legal rights. This may include initiating legal proceedings to recover the debt, which could incur additional costs and affect your credit rating.

We urge you to take this matter seriously and respond to this notice promptly. If you wish to discuss this further, please contact me directly at [insert phone number] or [insert email address].

If payment has already been made, please disregard this notice.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]