

Final Notice Prior to Legal Action

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]

Dear [Recipient's Name],

This letter serves as a final notice regarding the outstanding balance of [insert amount] on your account, which has been overdue since [insert due date]. Despite previous reminders, we have not received payment or heard from you regarding this matter.

Please be advised that if we do not receive payment in full by [insert final deadline], we will have no choice but to initiate legal action to recover the owed amount. This may result in additional costs and affect your credit standing.

We urge you to settle this matter promptly to avoid further actions. Please remit payment to the address listed above or contact us immediately to discuss this further.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]