

# Final Reminder Before Court 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 reminder regarding the outstanding payment of [Insert Amount] for [Description of Goods/Services] provided on [Insert Date]. Despite previous correspondence, we have yet to receive the payment, which was due on [Insert Due Date].

Please be advised that if we do not receive the full payment by [Insert Final Due Date], we will have no option but to initiate court proceedings to recover the amount owed. This may also result in additional costs incurred for which you will be responsible.

We hope to resolve this matter amicably and encourage you to contact us to discuss the situation or to arrange for payment at your earliest convenience.

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]