

Last Chance Before Judicial Proceedings

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Final Notice - Last Chance Before Legal Action

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a final notice regarding the outstanding matter pertaining to [briefly describe the issue, e.g., an unpaid invoice dated MM/DD/YYYY]. Despite previous correspondence, the issue remains unresolved.

You are hereby given a final chance to rectify this situation. Please remit payment of [amount owed] by [final deadline date]. Failure to respond may leave me no choice but to initiate judicial proceedings to recover the amount due along with any associated legal fees.

I encourage you to treat this matter with urgency. Should you have any questions or wish to discuss this matter further, please feel free to contact me at [your phone number] or [your email address].

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]