

Last Notification Before 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],

Subject: Final Notification Before Legal Action

I hope this letter finds you well. I am writing to formally inform you that, despite previous communications regarding the matter of [briefly state the issue, e.g., unpaid invoice, breach of contract, etc.], I have yet to receive a satisfactory response or resolution.

This letter serves as my last attempt to resolve this issue amicably. I kindly request that you respond to this notification by [insert response deadline, e.g., specific date], to avoid further legal action. As of now, the amount owed stands at [insert amount owed], which was due on [insert due date].

If I do not receive payment or a response by the specified date, I will have no choice but to proceed with legal action to recover the amount due, along with any applicable legal fees and costs.

Please consider this matter with the urgency it deserves. I hope we can resolve this dispute without the need for litigation.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]