

Final Notice Before Legal Action

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

RE: Final Notice Before Legal Action Regarding [Brief Description of Dispute]

This letter serves as a final notice regarding the outstanding issue between [Your Company Name] and [Recipient's Company Name]. Despite our previous communications dated [insert previous dates], we have yet to receive the payment or resolution for [specify the nature of the dispute, e.g., an unpaid invoice, breach of contract, etc.].

As of today, the amount due remains [specify amount], and we kindly request that you remit payment or contact us to discuss this matter by [insert deadline, e.g., within 7 days]. Failure to do so will compel us to consider legal action to recover the amount owed, along with any associated costs.

We would prefer to resolve this matter amicably and hope to hear from you soon. Please treat this matter with the urgency it deserves.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]