

Legal Action Warning for Non-Payment

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Final Notice of Legal Action for Non-Payment

This letter serves as a formal notice regarding the outstanding balance of [Amount Due] on your account, which was due on [Due Date]. Despite our previous reminders, this amount remains unpaid.

Please be advised that if this payment is not received within [Number of Days] days from the date of this letter, we will be forced to initiate legal proceedings to recover the debt. This may result in additional costs and consequences for you.

We urge you to address this matter promptly to avoid further action. Please contact us at [Your Phone Number] or [Your Email] to discuss this matter or to make arrangements for payment.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]