

Last Notice Before Legal Action

Date: [Insert Date]

From: [Your Name/Company Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

This letter serves as the final notice regarding the outstanding debt of [Amount] owed to [Your Name/Company Name]. The due date for this payment was [Original Due Date], and despite our previous reminders, we have yet to receive the payment.

If the total amount of [Amount] is not received by [Final Due Date], we will have no choice but to initiate legal action to recover the debt without further notice to you. Please be advised that this may include legal fees and other associated costs for which you will be responsible.

You have the option to contact us at [Your Phone Number] or [Your Email] to discuss a potential payment plan or to seek clarification regarding your account.

We hope to resolve this matter amicably and encourage you to act promptly to avoid legal actions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]