

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

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

Dear [Recipient's Name],

Subject: Final Notice Before Legal Action

This letter serves as a final warning regarding [specific issue, e.g., unpaid invoice, breach of contract]. Despite our previous communications, we have not received [the payment, action, etc.].

Please be advised that if we do not receive [the payment, action, etc.] by [final deadline, e.g., date], we will have no choice but to initiate legal proceedings to seek resolution.

We hope to resolve this matter amicably and avoid any legal action. Please contact us immediately to discuss this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]