

Pre-Litigation Final Warning

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 Notice Before Legal Action

This letter serves as a final warning regarding the outstanding payment of [insert amount] due to [your company/organization name]. Despite our previous communications, the amount remains unpaid as of [insert date].

Please be informed that if the payment is not received within [insert number] days from the date of this letter, we will have no choice but to initiate legal proceedings to recover the amount owed. This could result in additional costs and legal fees, which will be your responsibility.

We hope to resolve this matter amicably and encourage you to contact us at your earliest convenience to discuss the payment options available.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]