

# Pre-Litigation Warning Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title (if applicable)]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you regarding [briefly describe the issue, e.g., "the outstanding payment due on invoice #12345"]. Despite previous attempts to resolve this matter, it remains unresolved.

Please consider this letter a final warning. If the matter is not rectified by [final deadline date], I will be compelled to take legal action to recover the amount owed, along with any applicable fees and costs.

I urge you to treat this matter with utmost urgency and look forward to your prompt response. Failure to address this issue will leave me with no other choice but to escalate it.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]