

Legal Action Warning for Outstanding Debt

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Address]
[Insert City, State, Zip Code]
[Insert Country]

Dear [Recipient's Name],

This letter serves as a formal warning regarding the outstanding debt of [Insert Amount], which remains unpaid despite several reminders and requests for payment. The details of the outstanding debt are as follows:

- Invoice Number: [Insert Invoice Number]
- Due Date: [Insert Due Date]
- Description of Goods/Services: [Insert Description]

We have made multiple attempts to resolve this matter amicably; however, as of today, we have not received payment or any communication regarding the status of this debt.

Please be advised that if full payment is not received within [Insert Number of Days, e.g., 10 days] from the date of this letter, we will be compelled to take legal action to recover the amount owed. This may include engaging collection agencies or pursuing litigation, which will result in additional costs to you.

We urge you to treat this matter with the utmost seriousness and respond promptly. Payment can be made via [Insert Payment Method], and should be sent to the following address:

[Insert Your Company Name]
[Insert Your Company Address]
[Insert City, State, Zip Code]
[Insert Country]

If you have already sent payment or believe this notice has been sent in error, please contact us immediately at [Insert Your Contact Number] or [Insert Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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

[Your Company Address]
[Your Contact Number]
[Your Email Address]