

# Legal Action Warning for Commercial Debt Recovery

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Final Notice of Outstanding Payment

This letter serves as a formal warning regarding the outstanding debt of [insert amount owed] incurred by [Recipient Company Name] for [describe services or goods provided] on [insert date of transaction]. Despite previous communications, this amount remains unpaid.

If we do not receive the full payment by [insert payment deadline], we will initiate legal action to recover the debt without further notice. Please consider this letter your final opportunity to resolve this matter amicably.

We advise you to treat this situation seriously, as the legal proceedings could lead to additional costs for your company.

We hope to resolve this matter promptly. Please contact us at [your phone number] or [your email address] if you have any questions or require further details.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Position]