

# Legal Action Warning for Unpaid Debts

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Dear [Debtor's Name],

This letter serves as a formal warning regarding your unpaid debt of [Insert Amount] that has been outstanding since [Insert Due Date]. Despite previous reminders, we have yet to receive payment.

Please be advised that if the total amount owed is not paid by [Insert Final Payment Date], we will have no option but to initiate legal action to recover the debt. This may include but is not limited to filing a lawsuit, which could result in additional fees and interests incurred by you.

We strongly encourage you to contact us at your earliest convenience to discuss this matter further and work towards a resolution.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]