

Warning Letter for Potential Legal Action

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

This letter serves as a formal notice regarding your outstanding debt of [**Amount Owed**] that has been due since [**Due Date**]. Despite our previous communications, we have not received payment or a response from you regarding this matter.

Please be aware that if we do not receive payment by [**Final Deadline Date**], we may consider further action to recover the debt, which could include seeking legal remedies.

We hope to resolve this issue amicably and encourage you to contact us to discuss your payment options.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]