

Conclusive Notice Before Legal Measures

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Final Notice Before Legal Action

This letter serves as a formal notice regarding the outstanding matter of [insert matter], for which payment/response was due on [insert due date]. Despite previous communications regarding this issue, there remains an unresolved balance of [insert amount].

We kindly remind you that failure to address this matter promptly could lead to legal measures being undertaken to recover the amount owed. This is not our preferred course of action, and we urge you to resolve this matter within [insert timeframe, e.g., 14 days] from the date of this letter.

Please make payment directly to [insert payment details] or contact us to discuss this matter further at [insert phone number or email].

We appreciate your immediate attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]