

Final Warning Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Final Warning Prior to Legal Action

Dear [Recipient's Name],

This letter serves as a final warning regarding your outstanding balance of [amount] owed to [Your Company Name]. Despite previous correspondences and efforts to resolve this matter, the balance remains unpaid as of the date of this letter.

Please be advised that unless the full payment is received within [number of days, e.g., "10 days"], we will have no option but to initiate legal proceedings against you to recover the amount owed, inclusive of any additional legal fees incurred.

We would prefer to resolve this issue amicably and urge you to contact us at your earliest convenience to discuss a possible resolution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]