

# Last Chance Notice Before Legal Action

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Final Notice Before Legal Action

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a formal notice regarding the outstanding issue that has remained unresolved despite our previous communications.

In our prior correspondences, dated [Insert Previous Dates], we discussed [briefly outline the issue]. As of today, the matter remains unresolved, and we have yet to receive any response from you.

Please consider this letter as your final opportunity to address this matter before we take further action, which may include legal escalation. We urge you to respond by [Insert Deadline Date] to avoid any potential complications.

We hope to resolve this issue amicably. Please contact me directly at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]