

Last Reminder Before Court Proceedings

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Final Reminder Before Legal Action

Dear [Recipient's Name],

This letter serves as a final reminder regarding the outstanding payment of [Amount Due], which was due on [Due Date]. Despite our previous communications, we have yet to receive the payment or any correspondence from you regarding this matter.

Please be advised that if we do not receive the full payment within the next [Number of Days] days, we will have no choice but to initiate court proceedings to recover the amount owed, along with any additional costs incurred as a result.

We strongly encourage you to take this matter seriously and remit payment as soon as possible to avoid further legal action.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]