

Legal Action Warning for Unpaid Debt

Date: [Insert Date]

Recipient's Name
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

This letter serves as a formal notification regarding your outstanding debt of [Insert Amount] owed to [Your Company's Name]. As of today, this amount remains unpaid despite previous reminders.

We demand payment in full by [Insert Deadline, e.g., 14 days from the date of this letter]. If the debt is not settled by this date, we will have no choice but to initiate legal action to recover the funds owed to us.

Please consider this as our final warning. We encourage you to reach out to us to discuss any disputes or payment arrangements you may require.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company's Name]
[Your Phone Number]
[Your Email Address]