

Legal Action Warning for Debt Collection

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Debtor's Name]
[Debtor's Address]
[City, State, Zip Code]

Dear [Debtor's Name],

Re: Outstanding Debt - Account Number: [Account Number]

This letter serves as a formal notice regarding the outstanding debt of [Amount Owed] owed to [Your Company/Your Name]. Despite previous reminders, this amount remains unpaid.

Please be advised that if the payment is not received within [Number of Days] days from the date of this letter, we may have no option but to initiate legal proceedings against you to recover the owed amount.

We encourage you to resolve this matter at your earliest convenience to avoid legal action.

Should you have any questions or wish to discuss this matter, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company]