SENT VIA REGISTERED MAIL / RETURN RECEIPT REQUESTED

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT / NOTICE OF INTENT TO FILE LAWSUIT

Dear [Recipient Name],

This letter serves as a formal final warning regarding the outstanding balance of $[Amount] owed to [Your Name/Company Name] for [Description of services, goods, or contract breach].

Despite previous notices sent on [Dates of previous notices], your account remains past due. As of the date of this letter, we have not received payment or a satisfactory proposal for a payment plan.

FINAL DEMAND:

Demand is hereby made for the full payment of $[Amount] to be received by our office no later than [Number of days, e.g., 7 or 10] days from the date of this letter. Payment should be made via [Payment Method: e.g., Certified Check, Wire Transfer] to the following address:

[Payment Address/Instructions]

Failure to comply with this demand within the specified timeframe will result in the immediate commencement of legal proceedings against you without further notice. This may include a lawsuit to recover the principal amount, accrued interest, court costs, and any applicable attorney fees.

Please be advised that we would prefer to resolve this matter amicably and avoid the time and expense of litigation. However, we are fully prepared to pursue all legal remedies available to protect our interests.

Governing yourself accordingly,

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]