

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

[Date]

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

RE: NOTICE OF IMPENDING LEGAL ACTION

Dear [Recipient Name],

This letter serves as formal notice regarding your outstanding [debt/obligation/breach of contract] concerning [Reference Number or Description of Matter].

Despite previous attempts to resolve this matter on [Dates of previous contact], the total amount of \$[Amount] remains unpaid and unresolved. This situation is no longer acceptable.

Please consider this a final opportunity to settle this matter without the need for court intervention. You are required to [Action required, e.g., pay the full amount/return the property] by [Deadline Date].

If we do not receive the specified [payment/action] by the date mentioned above, I will have no alternative but to commence formal legal proceedings against you. This may include a lawsuit to recover the full amount due, plus interest, court costs, and legal fees as permitted by law.

Please direct your payment or response to the address listed at the top of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]