

URGENT: FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

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

Re: Unsecured Personal Loan Account Number: [Insert Account Number]

Dear [Borrower Name],

This letter serves as formal notification that your account remains in default. Despite previous requests for payment, the outstanding balance of \$[Insert Total Amount Owed] remains unpaid.

This is your **FINAL OPPORTUNITY** to settle this debt before we initiate formal legal proceedings against you. If payment is not received in full, or a mutually agreed-upon repayment plan is not established by [Insert Deadline Date], we will refer this matter to our legal counsel to pursue all available remedies, which may include:

- Filing a lawsuit to obtain a court judgment.
- Garnishment of wages.
- Seizure of non-exempt personal property.
- Reporting the judgment to major credit bureaus.

To prevent further action, please remit the total amount of \$[Insert Total Amount Owed] immediately via [Insert Payment Method] or contact our collections department at [Insert Phone Number] to discuss a settlement.

Govern yourself accordingly.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Phone Number]