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

[Date]

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

RE: FINAL NOTICE BEFORE LEGAL ACTION

Dear [Recipient Name],

This letter serves as a formal final warning regarding [Subject of Dispute, e.g., Unpaid Invoice #12345 / Breach of Contract].

Despite our previous attempts to resolve this matter on [Dates of previous contact], we have not received the required [Payment/Action]. As of today, the outstanding balance/requirement remains [Amount or Specific Requirement].

Please be advised that if we do not receive [Payment/Action] in full by **[Deadline Date, e.g., Friday, October 20th, 2023]** at **[Time]**, we will have no choice but to initiate formal legal proceedings against you without further notice.

Taking legal action may result in:

- Court costs and legal fees added to the debt.
- Interest charges as permitted by law.
- A negative impact on your credit rating.

We strongly urge you to settle this matter immediately to avoid the costs and inconvenience of litigation. Please contact us at [Phone Number] or remit payment via [Payment Method] before the aforementioned deadline.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]