

URGENT: FINAL NOTICE BEFORE LEGAL ACTION

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

[Date]

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

RE: Notice of Outstanding Balance for Construction Services

Project Name: [Project Name/Reference]
Invoice Number(s): [List Invoice Numbers]
Total Outstanding Amount: \$[Total Amount]

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding the outstanding balance owed for construction services completed on the aforementioned project. Despite previous reminders sent on [Date of First Notice] and [Date of Second Notice], we have yet to receive payment or a formal proposal for settlement.

Please be advised that your account is now critically past due. The current balance of \$[Total Amount] was due on [Original Due Date].

We require full payment within [Number, e.g., 7] business days from the date of this letter. Payment can be made via [Payment Method: Wire Transfer/Check/Online Portal].

Failure to settle this debt by [Deadline Date] will leave us with no alternative but to escalate this matter. This may include:

- Commencement of formal legal proceedings.
- The filing of a mechanic's lien against the property (if applicable).
- Reporting the delinquency to relevant credit bureaus.
- Engagement of a third-party debt collection agency.

Please note that if legal action is initiated, we will seek to recover all associated costs, including interest, court fees, and reasonable attorney's fees as permitted by our contract and local law.

We trust that such measures will be unnecessary and that you will resolve this matter immediately. If you have already sent payment, please disregard this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]