

URGENT: FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Final Demand for Payment / Performance regarding [Insert Reference Number or Case Name]

Dear [Recipient Name],

This letter serves as a final formal warning prior to the commencement of legal proceedings against you. Despite our previous attempts to resolve this matter on [Dates of previous contact], the outstanding balance of \$[Amount] remains unpaid.

Take notice that if the full amount is not received by [Insert Deadline Date, e.g., 7 days from date of letter], we will immediately initiate formal litigation to recover the debt, interest, and all associated legal costs without further notice to you.

Legal action may result in a court judgment against you, which can impact your credit rating and lead to enforcement actions such as wage garnishment or seizure of assets.

Please remit payment immediately via [Insert Payment Method] or contact our office at [Insert Phone Number] to discuss an immediate settlement.

We strongly advise you to seek independent legal counsel regarding the seriousness of this matter.

Yours sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name]

[Your Contact Information]