FINAL NOTICE PRIOR TO LEGAL ACTION / LIEN FILING

Date: [Insert Date]

TO:
[Client Name]
[Client Address]
[City, State, Zip Code]

FROM:
[Your Company Name]
[Your Business Address]
[Your Phone Number]

RE: FINAL NOTICE regarding unpaid balance for [Project Name/Address]

Dear [Client Name],

This letter serves as formal and final notice regarding the outstanding balance of **$[Amount Due]** for construction services and materials provided at [Project Address] under the contract dated [Contract Date].

Our records indicate that your account is now [Number] days past due. Despite previous reminders sent on [Dates of previous notices], we have not received payment or a response regarding this debt.

Please be advised that if full payment is not received within **[Number, e.g., 7 or 10]** business days from the date of this letter, we will have no choice but to pursue further action to protect our interests. This may include, but is not limited to:

- Filing a Mechanic's Lien against the property.
- Commencing formal legal proceedings in a court of law.
- Reporting the delinquency to credit bureaus.
- Referring this account to an external collection agency.

If legal action is initiated, you may also be held responsible for additional costs, including interest, attorney fees, and court filing costs as permitted by law and our contract.

Please remit payment immediately via [Accepted Payment Methods: e.g., Check, Credit Card, Wire Transfer].

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]