

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

[Date]

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

RE: NOTICE OF IMPENDING LEGAL ACTION - FINAL DEMAND FOR PAYMENT

Account Number: [Account Number/Reference]
Total Amount Overdue: \$[Amount]

Dear [Debtor Name],

This letter serves as a final formal notice regarding the outstanding balance of \$[Amount] owed to [Your Name/Company Name], which was due on [Original Due Date]. Despite our previous attempts to resolve this matter, we have not received payment.

Please be advised that if the full balance is not received by [Deadline Date - e.g., 7 days from today], we will be forced to initiate legal proceedings against you to recover the debt without further notice.

Legal action may result in:

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

To avoid litigation, please send payment immediately via [Payment Method] or contact us at [Phone Number] to discuss a settlement.

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

Sincerely,

[Your Signature]
[Your Printed Name]