

FINAL NOTICE BEFORE LEGAL ACTION

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: UNPAID BALANCE - INVOICE(S) #[Invoice Numbers]

Dear [Contact Name],

This letter serves as formal and final notice regarding your outstanding balance of \$[Amount], which is now [Number] days past due. Despite our previous attempts to resolve this matter through reminders and correspondence, the account remains unpaid.

Please be advised that if payment is not received in full by [Deadline Date], we will have no choice but to escalate this matter to our legal counsel or a professional debt collection agency without further notice to you.

Commencing legal action may result in:

- The filing of a formal lawsuit against [Debtor Company Name].
- The recovery of court costs and legal fees.
- Interest charges as permitted by law or contract.
- Potential impact on your commercial credit rating.

To avoid formal litigation, please remit the total amount due immediately via [Payment Method/Link].

If payment has already been sent, please contact us at [Phone Number] or [Email Address] to provide the transaction details so we can update our records.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]