

FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

TO:

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

FROM:

[Lender Name/Company Name]
[Lender Address]
[City, State, Zip Code]

RE: Unsecured Personal Loan - Account Number: [Insert Account Number]

Dear [Borrower Name],

This letter serves as a formal final demand for payment regarding the outstanding balance on your unsecured personal loan, which is currently in default. Despite previous notices, your account remains unpaid.

As of [Date], the total amount due is **#[Insert Total Amount]**. This includes the principal balance of $#[Amount]$, accrued interest of $#[Amount]$, and late fees of $#[Amount]$.

Unless payment is received in full within [Insert Number, e.g., 7 or 10] business days from the date of this letter, we will be forced to take immediate legal action to recover the debt. This may result in the following:

- Commencement of a formal lawsuit against you;
- Reporting this default to major credit bureaus, which will negatively impact your credit score;
- Seeking a court judgment for the full balance plus legal fees and court costs;
- Potential wage garnishment or seizure of non-exempt assets as permitted by law.

You may prevent legal action by remitting the full balance immediately via [Insert Payment Method, e.g., Certified Check, Wire Transfer, Online Portal].

If you wish to discuss a final settlement or a temporary repayment plan to avoid litigation, you must contact our office immediately at [Insert Phone Number].

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Department]