

FINAL NOTICE BEFORE LEGAL ACTION

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Address]

RE: Notice of Intent to File a Claim in Small Claims Court

Dear [Recipient Name],

This letter serves as a final formal demand for payment regarding [Briefly describe the reason for debt, e.g., unpaid invoice #123 / personal loan / damages].

Despite previous requests for payment made on [List dates of previous contact], the outstanding balance of \$[Total Amount Owed] remains unpaid. This balance has been overdue since [Date payment was originally due].

I am requesting that the full amount of \$[Total Amount Owed] be paid by [Deadline Date, e.g., 14 days from today]. Payment should be made via [Method of payment, e.g., bank transfer / certified check].

If payment is not received by the deadline stated above, I will have no choice but to commence legal proceedings against you in Small Claims Court without further notice. Please be advised that this may result in a court judgment against you, which may include the original debt, interest, court filing fees, and other associated costs.

I hope to resolve this matter amicably and avoid the need for litigation. I look forward to receiving your payment promptly.

Sincerely,

[Your Signature]
[Your Printed Name]