

URGENT: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Date: [Insert Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

RE: Outstanding Payment for Recruitment Services - Invoice(s) #[Insert Invoice Number(s)]

Dear [Recipient Name],

This letter serves as a formal final notice regarding the outstanding balance of \$[Insert Amount] owed to [Your Agency Name] for the successful placement of [Candidate Name] in the position of [Job Title].

Despite our previous reminders dated [List dates of previous contact], our records indicate that the aforementioned invoice remains unpaid. This balance is now [Number] days past due, which constitutes a breach of the recruitment agreement signed on [Date].

Please be advised that if payment is not received in full by [Insert Deadline Date, e.g., 7 days from now], we will have no alternative but to refer this matter to our legal counsel to initiate formal proceedings. This action may result in:

- A claim for the principal amount plus accrued interest.
- Recovery of all legal fees and court costs.
- A formal report to credit agencies.

Payment can be made immediately via [Insert Payment Method, e.g., Bank Transfer/Check] using the following details:

Bank Name: [Your Bank Name]
Account Name: [Your Account Name]
Account Number: [Your Account Number]
Routing/Swift Code: [Your Code]

We strongly urge you to settle this matter immediately to avoid the costs and public nature of litigation. If you have already sent the payment, please provide the transaction receipt to [Your Email Address] so we may update our records.

Yours sincerely,

[Your Name]
[Your Title]

[Your Agency Name]
[Your Phone Number]