

[Recruitment Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: FINAL NOTICE PRIOR TO LEGAL ACTION

Dear [Contact Name],

This letter serves as a formal final notice regarding the outstanding balance of \$[Amount] owed to [Recruitment Agency Name] for recruitment services provided. Our records indicate that this payment is now [Number] days past due.

The balance relates to the following invoice(s):

- Invoice #[Number] - Date: [Date] - Candidate: [Candidate Name]
- Invoice #[Number] - Date: [Date] - Candidate: [Candidate Name]

Despite our previous reminders and attempts to resolve this matter amicably, we have not received the full payment or a formal proposal for a payment plan.

Please consider this your final opportunity to settle the debt before we escalate this matter. If payment is not received in full by [Deadline Date, e.g., 7 days from today], we will be forced to take the following actions:

1. Refer your account to a third-party debt collection agency.
2. Commence formal legal proceedings to recover the debt, including interest and legal fees.
3. Report the default to relevant credit reporting bureaus.

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

Account Name: [Name]
Account Number: [Number]
Routing/Swift: [Number]

If you have already sent the payment, please disregard this notice. Otherwise, we expect immediate confirmation of payment.

Yours sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]