

Date: [Insert Date]

TO:

[Client Name/Company Name]

[Client Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

RE: NOTICE OF IMPENDING LEGAL ACTION - FINAL DEMAND FOR PAYMENT

Dear [Client Contact Name],

This letter serves as a formal notice regarding the outstanding sourcing fees for services rendered in connection with [Project Name or Candidate Name/Product Sourced].

Despite previous reminders sent on [Dates of Previous Reminders], our records indicate that your account remains delinquent. As per the agreement signed on [Date Contract Signed], the total amount due is **[\$Amount Due]**.

This balance is now [Number] days overdue. We have attempted to resolve this matter amicably; however, we have not received the payment or a satisfactory response regarding your intentions to settle this debt.

Please be advised that if payment is not received in full by **[Deadline Date, e.g., 7 days from today]**, we will have no alternative but to escalate this matter. This may include:

- Commencing formal legal proceedings in a court of law.
- Referring your account to a professional debt collection agency.
- Reporting the delinquency to relevant credit bureaus.

Legal action may result in additional costs for which you will be held liable, including court fees, interest, and legal expenses.

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

We strongly urge you to settle this matter immediately to avoid the necessity of legal intervention.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]