

## URGENT: NOTICE OF INTENT TO PURSUE LEGAL ACTION

**Date:** [Insert Date]

**To:**

[Contact Name/Accounts Payable]

[Company Name]

[Company Address]

**Regarding: Outstanding Invoice(s) for Candidate Placement**

Dear [Contact Name],

This letter serves as a formal notice regarding the unpaid placement fees for the following candidate(s):

- **Candidate Name:** [Candidate Name]
- **Placement Date:** [Date Candidate Started]
- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date of Invoice]
- **Total Amount Due:** [Amount including Currency]

Our records indicate that this balance is now [Number] days past due. Despite our previous attempts to resolve this matter through emails and phone calls dated [Dates of previous contact], we have not yet received payment or a satisfactory explanation for the delay.

Under the terms of our signed agreement dated [Date of Contract], payment was due within [Number] days of the invoice date. By failing to remit payment, [Company Name] is currently in breach of contract.

Please consider this a final demand for payment. We require the full balance of [**Total Amount Due**] to be paid by [**Deadline Date, e.g., 7 days from now**].

If payment is not received by the aforementioned date, we will be forced to escalate this matter to our legal counsel to initiate formal proceedings. This may include, but is not limited to:

- Filing a claim in the [Relevant Court Name].
- Seeking recovery of the original debt plus statutory interest.
- Seeking recovery of legal fees and court costs.

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

[Insert Bank Name/Account Details/Mailing Address]

We would prefer to resolve this matter amicably and avoid the costs associated with litigation.  
We look forward to receiving confirmation of payment immediately.

Yours sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]