

URGENT: FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

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

RE: UNPAID RECRUITMENT FEES - INVOICE(S) #[Insert Invoice Numbers]

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding outstanding recruitment fees for the placement of [Candidate Name(s)] in the position of [Job Title], as per the signed contract dated [Contract Date].

Despite previous reminders sent on [Dates of Previous Reminders], our records indicate that the balance of \$[Total Amount Owed] remains unpaid and is now [Number] days past due.

Please be advised that your account is now classified as delinquent. We require full payment of the outstanding balance within [Number, e.g., 5] business days from the date of this letter.

Payment should be made via:

[Bank Name]
[Account Name]
[Account Number / IBAN]
[Routing / SWIFT Code]

Failure to settle this debt by [Deadline Date] will leave us with no choice but to escalate this matter. This may include transferring your file to a professional debt collection agency or initiating formal legal proceedings to recover the debt, interest, and any associated legal costs.

We would prefer to resolve this matter amicably. If payment has already been sent, please disregard this notice and provide proof of transfer to [Email Address].

Yours sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]