SENT VIA: [Insert Method, e.g., Certified Mail / Email]

Date: [Insert Date]
To: [Recipient Name/Company Name]
Address: [Recipient Address]
City, State, Zip: [Recipient City, State, Zip]

RE: NOTICE OF IMPENDING ACTION AND FINAL DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as a formal final demand regarding the outstanding balance owed to [Your Name/Company Name] in the amount of **$[Insert Amount]**. This balance is currently overdue for [Insert Number] days.

Despite previous attempts to resolve this matter through [List previous contact methods, e.g., invoices and phone calls], the account remains unpaid. This is your final opportunity to resolve this debt voluntarily before formal legal action is initiated.

Required Action:

To avoid further action, you must remit the full payment of $[Insert Amount] by no later than [Insert Deadline Date, e.g., 7 or 10 days from date of letter].

Payment Instructions:

Please make payment via [Insert Payment Method, e.g., Check, Wire Transfer, Online Portal] to the following address/account:

[Insert Payment Details/Address]

Impending Action:

Failure to comply with this final demand by the date specified above will result in the immediate escalation of this matter. Such actions may include, but are not limited to:

- Commencement of a formal lawsuit in a court of law;
- Referral of this account to a third-party collection agency;
- Reporting the delinquency to national credit bureaus;
- Seeking the recovery of interest, court costs, and legal fees.

Please govern yourself accordingly. We expect your prompt cooperation to resolve this matter without the need for litigation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]
[Your Phone Number]
[Your Email Address]