

URGENT: FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

RE: FINAL NOTICE AND SETTLEMENT OFFER REGARDING [Insert Case Reference/Invoice Number]

Dear [Recipient Name],

This letter serves as formal notice that despite previous attempts to resolve this matter regarding the outstanding balance of \$[Insert Amount], your account remains unpaid and is now severely delinquent.

Please be advised that we are prepared to initiate formal legal proceedings against you to recover the full amount owed, plus interest, court costs, and legal fees. However, in a final effort to resolve this matter without litigation, we are extending the following final settlement offer:

THE OFFER: We will accept a one-time payment of \$[Insert Reduced Amount] if received by [Insert Deadline Date]. This payment will be considered full and final settlement of the debt.

REQUIRED ACTION: To accept this offer and avoid legal action, you must:

- Submit payment in full by [Insert Time] on [Insert Deadline Date].
- Send payment via [Insert Payment Method, e.g., Certified Check, Wire Transfer].
- Provide written confirmation of payment to [Insert Email Address].

Failure to respond to this letter or remit payment by the aforementioned deadline will result in the immediate withdrawal of this offer. We will then proceed with legal action through our attorneys to seek a court judgment, which may include the garnishment of wages, seizure of assets, or placement of liens against your property.

Govern yourself accordingly.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]

[Your Email Address]