Date: [Insert Date]

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

RE: FINAL DEMAND FOR PAYMENT - NOTICE OF INTENT TO PURSUE LEGAL ACTION

Dear [Recipient Name],

This letter serves as a formal final demand for payment regarding the outstanding balance on your account. Despite previous notices sent on [Dates of Previous Notices], our records indicate that your account remains unpaid.

Account Details:
Invoice Number(s): [Insert Numbers]
Original Due Date: [Insert Date]
Total Amount Overdue: $[Insert Amount]

Please be advised that this is your final opportunity to resolve this matter amicably. We require full payment of the balance stated above by no later than [Insert Deadline Date, e.g., 7 days from today].

Payment should be made via [Insert Payment Method, e.g., Bank Transfer/Check] to the following account:

[Account Name]
[Bank Name]
[Account/Routing Number]

If payment is not received in full by the aforementioned date, we will be forced to take immediate legal action to recover the debt. This may include filing a lawsuit, which could result in additional costs for which you may be liable, including court fees, interest, and legal expenses.

We trust that such action will not be necessary and look forward to receiving your payment promptly.

Sincerely,

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