

URGENT: FORMAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

To: [Debtor Name]
[Debtor Address]
[City, State, Zip Code]

From: [Your Name/Company Name]
[Your Address]
[Your Phone Number]
[Your Email]

RE: Outstanding Debt - Account Number: [Insert Account Number]

Dear [Debtor Name],

This letter serves as a formal final warning regarding your overdue balance of \$[Insert Amount] which was due on [Insert Original Due Date]. Despite previous reminders, we have not received payment or a valid explanation for the delay.

Please be advised that if the full payment of \$[Insert Amount] is not received by [Insert Deadline Date, e.g., 7 or 14 days from now], we will have no choice but to escalate this matter to our legal department or an external collections agency to initiate formal litigation.

If legal action is commenced:

- A lawsuit may be filed against you in a court of law.
- You may be held liable for additional costs, including court fees, interest, and legal expenses.
- A judgment against you may negatively impact your credit rating.

You can avoid further action by making payment via [Insert Payment Method, e.g., Bank Transfer/Check/Online Portal] immediately.

If you have already sent payment, please disregard this notice. If you wish to discuss a settlement or payment plan, contact us at [Insert Phone Number] before the deadline stated above.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]