

**SENT VIA REGISTERED MAIL / RETURN RECEIPT REQUESTED**

[Current Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: FINAL DEMAND PRIOR TO LEGAL ACTION**

Dear [Recipient Name],

This letter serves as formal notice and a final demand for payment regarding the outstanding balance owed to [Your Name/Company Name] in the amount of \$[Amount Owed].

Despite previous attempts to collect this debt on [List Dates of Previous Contact], the balance remains unpaid. This debt is related to [Brief Description of Debt, e.g., Invoice #123 / Services Rendered on Date].

Please be advised that if payment is not received in full by [Deadline Date, e.g., 7 or 10 days from today], I will have no choice but to immediately commence legal proceedings against you to recover the debt, plus any applicable interest, court costs, and legal fees.

Payment should be made via [Payment Method, e.g., Certified Check / Bank Transfer] and sent to the following address:

[Your Name/Company Name]  
[Your Address]  
[Your City, State, Zip Code]

I trust that you will give this matter your immediate attention to avoid the costs and inconvenience of litigation.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Phone Number]  
[Your Email Address]