

FINAL NOTICE BEFORE LEGAL ACTION

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

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

RE: FINAL NOTICE REGARDING [Account Number / Invoice Number / Matter Reference]

Dear [Recipient Name],

This letter serves as a formal final notice regarding the outstanding balance of \$[Amount Due] owed to [Your Name/Company Name] for [Description of Service/Goods/Contract].

Despite previous attempts to resolve this matter on [List previous dates of contact], we have yet to receive the payment or a satisfactory proposal for settlement. Your account is now [Number] days past due.

Please be advised that unless payment is received in full by [Deadline Date], we will have no alternative but to escalate this matter to our legal counsel to initiate formal litigation. Legal proceedings may result in a court judgment against you, which could include the principal amount, accrued interest, court costs, and reasonable attorney fees.

To avoid further action, please remit payment via [Payment Method] or contact our office immediately at [Phone Number] to settle this debt.

This is the final communication you will receive before this file is transferred for legal action. We urge you to give this matter your immediate attention.

Sincerely,

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