

**DATE:** [Current Date]

**TO:**

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

**FROM:**

[Your Company Name]  
[Your Address]  
[Phone Number]

**RE: FORMAL NOTICE BEFORE LEGAL ACTION**

Dear [Debtor Name],

This letter serves as formal notice regarding your outstanding balance in the amount of **[\$Amount]** for [Invoice Number/Service Provided].

Despite our previous attempts to resolve this matter through [Phone calls/Letters/Emails], we have not received the payment due as of [Original Due Date].

Please be advised that this is our final demand for payment. You are required to settle this debt in full by **[Deadline Date]**. Payment should be made via [Accepted Payment Methods].

If payment is not received by the aforementioned date, we will be forced to escalate this matter to our legal counsel to initiate formal legal proceedings. This may result in additional costs for which you may be held liable, including:

- Interest on the outstanding debt
- Legal fees and court costs
- Potential impact on your credit rating

We urge you to contact us immediately at [Phone Number] or [Email Address] to arrange payment or to discuss a payment plan to avoid further action.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Your Company Name]