

Date: [Insert Date]

To: [Defendant Name]

Address: [Defendant Street Address]

City, State, Zip: [Defendant City, State, Zip]

Re: FINAL NOTICE BEFORE LEGAL ACTION

Dear [Defendant Name],

This letter serves as formal notice regarding the unpaid debt/dispute concerning [Briefly describe the issue, e.g., unpaid services, property damage, or breached contract] dated [Date of incident/contract].

To date, you owe the total amount of \$[Insert Amount]. Despite previous requests for payment, this matter remains unresolved.

Please be advised that I am currently preparing a Summons and Affidavit to file a formal claim against you in [Insert Name of County] Small Claims Court. If payment is not received in full by [Insert Deadline Date, e.g., 10 days from now], I will proceed with the filing without further notice.

If a lawsuit is filed, I will seek the following:

- The principal amount of \$[Insert Amount];
- Court filing fees and process server costs;
- Interest as permitted by law.

You can avoid the inconvenience of a court appearance and additional legal costs by sending payment in full to the address listed below.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Mailing Address]