

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Company Name, if applicable]  
[Recipient Address]  
[City, State, Zip Code]

**RE: FINAL DEMAND BEFORE LEGAL ACTION**

Dear [Recipient Name],

This letter serves as a formal final demand for the payment of [Amount Owed], which is currently overdue regarding [Briefly describe the debt, e.g., Invoice #123 or Breach of Contract dated MM/DD/YYYY].

Despite previous requests for payment on [Dates of previous contact], the balance remains unpaid. This is your final opportunity to resolve this matter amicably without the need for court intervention.

**Demand:**

I hereby demand that payment of the full amount of \$[Amount] be made by [Deadline Date, e.g., 7 or 14 days from today]. Payment should be sent to the address listed above via [Accepted Payment Method, e.g., Cashier's Check or Bank Transfer].

**Notice of Intent to Sue:**

If payment is not received in full by the close of business on [Deadline Date], I will immediately commence legal proceedings against you in [Name of County/Court] without further notice. This may include a claim for the principal amount, interest, court costs, and any applicable attorney fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]