FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

RE: DELINQUENT ACCOUNT - [Invoice Number(s) / Account Number]

Dear [Recipient Name],

This letter serves as formal notice that your account is seriously delinquent. Despite our previous attempts to resolve this matter through correspondence dated [List dates of prior notices], we have not received the outstanding balance of $[Total Amount Owed].

Please be advised that this is your **final opportunity** to settle this debt voluntarily. If we do not receive payment in full or a mutually agreed-upon payment plan by [Deadline Date, e.g., 7 days from date of letter], we will have no alternative but to initiate formal legal proceedings against [Recipient Company Name] to recover the debt, including interest, late fees, and applicable legal costs.

To prevent further action, please remit payment via [Payment Method] immediately or contact our office at [Phone Number] to discuss your account.

Govern yourself accordingly.

Sincerely,

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