

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]
From: [Your Name/Company Name]
Address: [Your Address]
City, State, Zip: [Your City, State, Zip]

To: [Recipient Name/Company Name]
Address: [Recipient Address]
City, State, Zip: [Recipient City, State, Zip]

RE: FINAL NOTICE BEFORE LEGAL ACTION

Dear [Recipient Name],

This letter serves as formal and final notice to you regarding the outstanding matter of [Describe Dispute, e.g., Unpaid Invoice #123 / Breach of Contract dated MM/DD/YYYY].

Despite previous attempts to resolve this issue on [Dates of Previous Contact], the total balance of \$[Amount] remains unpaid and unresolved. Your failure to address this obligation has left us with no other alternative but to seek legal recourse.

DEMAND FOR SETTLEMENT

Take notice that if the full amount of \$[Amount] is not received by our office, or a formal settlement agreement is not reached, by [Insert Deadline Date, e.g., 5:00 PM on Friday, October 20th], we will immediately proceed with the following actions:

- Filing a formal summons and complaint in the [Insert Name of Court] Court;
- Seeking the recovery of the principal amount plus accrued interest;
- Requesting the award of all legal fees, court costs, and disbursements as permitted by law.

This is your final opportunity to resolve this matter amicably and avoid the additional costs and public record associated with litigation. Please direct payment or contact our office immediately at [Your Phone Number] to confirm that payment has been dispatched.

Governing laws will be strictly enforced. Please govern yourself accordingly.

Sincerely,

[Signature]
[Your Printed Name]
[Your Title/Position]