

SENT VIA EMAIL AND CERTIFIED MAIL

Date: [Insert Date]

To:

[Client Name/Company Name]

[Client Address]

[City, State, Zip Code]

From:

[Your Name/Business Name]

[Your Address]

[Your Phone Number]

[Your Email]

RE: FINAL NOTICE AND SETTLEMENT OFFER BEFORE LITIGATION

Invoice Number(s): [Insert Invoice Number]

Total Outstanding Balance: \$[Insert Amount]

Dear [Client Contact Person],

This letter serves as a final formal notice regarding the unpaid balance of \$[Insert Amount] for freelance services provided between [Start Date] and [End Date], as outlined in the attached invoice(s).

Despite previous reminders sent on [Date of previous notices], the balance remains unpaid and is currently [Number] days past due. This is a breach of our signed agreement dated [Contract Date].

Settlement Offer:

In an effort to resolve this matter without the need for formal litigation, I am prepared to accept a reduced payment of \$[Insert Reduced Amount] as full and final settlement of this debt, provided payment is received by [Insert Deadline Date, e.g., 5 business days from now].

If payment is not received by the deadline stated above, I will be forced to take the following actions without further notice:

- Commence legal proceedings in [Insert Local County/City] Small Claims Court.
- Seek the full original amount, plus late fees, interest at the rate of [Percentage]%, and all applicable court costs and filing fees.
- Report the delinquency to relevant credit reporting agencies.

Please remit payment via [Payment Method, e.g., Bank Transfer/PayPal/Check] to avoid the additional costs and time associated with legal action. I trust this will not be necessary and that we can resolve this matter immediately.

Sincerely,

[Your Signature]

[Your Printed Name]