SENT VIA REGISTERED MAIL / EMAIL

[Your Name / Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name / Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF IMPENDING LEGAL ACTION / FINAL DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as formal notice regarding your outstanding obligation to [Your Name/Company Name] concerning [Brief description of the matter, e.g., Invoice #12345 / Breach of Contract dated XX/XX/XXXX].

Despite previous attempts to resolve this matter on [Dates of previous contact], the total amount of $[Amount Due] remains unpaid and overdue as of the date of this letter.

FINAL DEMAND:

We hereby demand that the full payment of $[Amount Due] be made by [Deadline Date - e.g., 7 or 14 days from today]. Payment should be sent to the address listed above or via [Preferred Payment Method].

INTENT TO SUE:

Failure to comply with this demand by the aforementioned deadline will result in the immediate commencement of legal proceedings against you without further notice. This may include, but is not limited to, a lawsuit to recover the principal amount, accrued interest, court costs, and legal fees as permitted by law.

We strongly advise you to give this matter your immediate attention to avoid the costs and consequences of litigation. If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature]
[Your Printed Name]