FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]
Reference Number: [Insert Account/Invoice Number]

TO:
[Debtor Name]
[Debtor Company Name]
[Debtor Address]
[City, State, Zip Code]

FROM:
[Your Name/Department]
[Your Company Name]
[Your Address]
[Your Phone Number]

Regarding: Settlement of Outstanding Commercial Debt

Dear [Contact Person Name],

This letter serves as a formal final notice regarding the outstanding balance of $[Total Amount Owed] currently owed to [Your Company Name]. Despite our previous attempts to resolve this matter, the account remains unpaid and is significantly past due.

In a final effort to resolve this matter amicably and avoid the costs associated with formal legal proceedings or third-party collection agencies, we are prepared to offer a one-time settlement. We will accept a reduced payment of **$[Settlement Amount]** as full and final satisfaction of this debt.

Terms of Settlement:

- Settlement Amount: $[Settlement Amount]
- Due Date: No later than [Insert Deadline Date]
- Payment Method: [e.g., Wire Transfer, ACH, Certified Check]

If we do not receive the settlement payment by the date specified above, this offer will be void. We will then proceed to take further action to recover the full balance of $[Total Amount Owed], plus any applicable interest, late fees, and legal costs.

Please contact us immediately at [Your Phone Number] or [Your Email Address] to confirm receipt of this notice and to arrange payment.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]