

URGENT: FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

Re: Account Number [Insert Account Number]

Dear [Debtor Name],

This letter serves as formal notification that your account has been flagged for immediate escalation to our legal department for review. This action follows your failure to fulfill the payment commitment made on [Date of Commitment] in the amount of \$[Amount].

Despite our attempts to resolve this matter amicably and your previous agreement to settle the outstanding balance, the promised payment was not received. Consequently, your account is now classified as a breached settlement agreement.

Current Balance Due: \$[Total Amount Due]

To prevent this matter from proceeding to formal litigation, you must remit the full balance or contact our office to provide proof of payment by no later than [Insert Deadline Date, e.g., 5:00 PM on Friday].

Failure to respond by the aforementioned deadline will result in the following:

- The immediate transfer of this file to our legal counsel.
- A review for the filing of a formal lawsuit to recover the debt.
- Potential inclusion of court costs, interest, and attorney fees as permitted by law.

Please remit payment via [Insert Payment Method/Link] or contact us immediately at [Insert Phone Number].

Govern yourself accordingly.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]