

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

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: FINAL NOTICE PRIOR TO LEGAL ACTION - Settlement Agreement Default

Dear [Debtor Name],

This letter serves as formal notice regarding your default on the Settlement Agreement dated [Date of Agreement].

As of the date of this letter, you have failed to make the required payment(s) totaling \$[Total Amount Past Due]. Under the terms of our agreement, this default entitles us to pursue the full original balance of \$[Original Debt Amount] plus interest and legal fees.

This is your **final opportunity** to resolve this matter voluntarily. To prevent the immediate commencement of legal proceedings, you must deliver the total past due amount of \$[Total Amount Past Due] to our office no later than [Deadline Date, e.g., 5:00 PM on Friday, October 27th].

Failure to comply with this demand will result in the following actions without further notice:

- The immediate filing of a lawsuit to recover the full debt.
- Requesting the court to award attorney's fees, court costs, and pre-judgment interest.
- Reporting this default to relevant credit bureaus.

Please remit payment via [Accepted Payment Method] or contact [Contact Person Name] at [Phone Number] immediately to confirm payment has been sent.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]