

URGENT: FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

Re: [Insert Case Reference/Invoice Number/Account Number]

Dear [Recipient Name],

This letter serves as a formal final warning regarding the outstanding balance/unresolved matter of [Describe Issue, e.g., Unpaid Invoice #123] in the amount of \$[Insert Amount].

Despite our previous attempts to resolve this matter on [List Dates of Previous Contact], we have yet to receive payment or a satisfactory response. Please be advised that this is your final opportunity to settle this matter amicably.

Required Action:

To avoid legal proceedings, you must provide full payment or [Specify Required Action] by no later than [Insert Deadline Date, e.g., 5:00 PM on Friday, November 10th].

Consequences of Non-Compliance:

If we do not receive the specified amount or action by the deadline mentioned above, we will have no alternative but to escalate this matter to our legal counsel. This may result in:

- The filing of a formal lawsuit against you.
- A claim for interest, late fees, and legal costs.
- A negative impact on your credit rating.

Please remit payment to the following: [Insert Payment Details/Bank Instructions].

We strongly urge you to give this matter your immediate attention to avoid the costs and inconvenience of litigation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name]

[Your Phone Number]