

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

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: FINAL NOTICE PRIOR TO LEGAL ACTION / ARBITRATION

Account/Reference Number: [Account Number]

To [Recipient Name],

This letter serves as a formal Final Notice regarding the unresolved dispute concerning [briefly state the issue, e.g., an incorrect charge, breach of contract, or outstanding debt].

Despite my previous attempts to resolve this matter on [Dates of previous contact], the issue remains unresolved. Specifically, [briefly describe the desired outcome that has not been met].

I have attached copies of all relevant documentation and previous correspondence for your final review. I am making this final effort to reach an amicable settlement before proceeding with formal dispute resolution procedures.

Please consider this my final demand that you [state the specific action required, e.g., refund the amount of \$0.00 / correct the error] within [Number, e.g., 10] business days from the date of this letter.

If I do not receive a satisfactory response or the requested resolution by [Deadline Date], I will have no choice but to initiate [legal action / formal arbitration / filing a complaint with the Better Business Bureau] without further notice.

I look forward to your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]