

URGENT: PRE-LITIGATION NOTICE AND ACCOUNT TERMINATION

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

Account Reference: [Account Number/ID]

RE: NOTICE OF ABANDONMENT AND FINAL TERMINATION OF SERVICES

Dear [Recipient Name],

This formal letter serves as official notice that your account with [Your Company Name] is being terminated effective immediately due to [Reason for Termination, e.g., non-payment, breach of contract, or prolonged inactivity].

Despite our previous attempts to contact you on [List Dates of Previous Contact], we have received no response. Consequently, we have declared the following assets or property associated with this account as legally abandoned:

- [Description of Asset/Property 1]
- [Description of Asset/Property 2]

Final Demand:

You have [Number] days from the date of this letter to rectify the outstanding balance of \$[Amount] or retrieve the aforementioned property. Failure to do so will result in the permanent disposal of the assets and the referral of this file to our legal counsel for formal litigation to recover outstanding debts and legal fees.

Please be advised that this is your final opportunity to resolve this matter amicably before we initiate legal proceedings without further notice to you.

Direct all immediate inquiries and payments to [Contact Name/Department] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]