

URGENT: FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Street Address]

City, State, Zip: [City, State, Zip Code]

RE: Notice of Intent to Commence Legal Proceedings

Dear [Recipient Name],

This letter serves as a formal final warning regarding the outstanding matter of [describe the issue, e.g., unpaid invoice #12345 / breach of contract dated MM/DD/YYYY].

Despite our previous attempts to resolve this matter on [list dates of previous contact], the total amount of \$[insert amount] remains unpaid and overdue. Your failure to address this obligation is no longer acceptable.

Please be advised that if we do not receive [payment in full / a satisfactory response] by [Insert Deadline Date, e.g., 5:00 PM on Friday, October 20th], we will immediately initiate formal legal proceedings against you without further notice.

Legal action may result in a court judgment against you, which may include:

- The principal amount owed;
- Accrued interest;
- Court filing fees and legal costs;
- Potential impact on your credit rating.

We strongly urge you to resolve this matter immediately to avoid the costs and inconvenience of litigation. Payment should be made via [insert payment method, e.g., bank transfer/check] to the following account:

[Bank Name]

[Account Number/Details]

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name]

[Your Phone Number]