

FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

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

Re: Outstanding Litigation Fees - Account/Case No: [Insert Number]

Dear [Debtor Name],

This letter serves as a formal final notice regarding the unpaid litigation fees currently outstanding on your account. Despite previous requests for payment, our records indicate a remaining balance of \$[Insert Amount].

These fees were incurred in relation to [Brief Description of Legal Matter/Services]. Detailed invoices were previously provided on [Insert Date(s)].

Immediate Action Required

To avoid further escalated action, please remit the full payment of \$[Insert Amount] by [Insert Deadline Date, e.g., 7 days from date of letter].

Payment can be made via the following methods:

- [Insert Payment Method 1, e.g., Bank Transfer Details]
- [Insert Payment Method 2, e.g., Online Portal Link]
- [Insert Payment Method 3, e.g., Check Payable to...]

Failure to settle this debt by the aforementioned deadline will result in further measures to recover the funds, which may include:

- The commencement of formal collection proceedings.
- Reporting the delinquency to credit bureaus.
- Seeking additional court costs, interest, and attorney fees as permitted by law.

If you have already sent payment, please disregard this notice. If you wish to discuss a payment plan, you must contact our office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Firm Name]

[Your Title]

[Contact Information]