

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: FINAL NOTICE PRIOR TO DEBT COLLECTION REFERRAL

Case Reference: [Case Number/Matter Name]
Outstanding Balance: \$[Amount Owed]

Dear [Recipient Name],

Our records indicate that your account remains past due regarding unpaid litigation costs incurred during the above-referenced matter. Despite previous invoices and requests for payment, we have not received the outstanding balance of \$[Amount Owed].

This letter serves as a formal warning that if payment is not received in full within [Number, e.g., 10] business days from the date of this letter, we will be forced to transfer your account to a third-party debt collection agency or initiate legal proceedings to recover the debt.

Please be advised that referral to a collection agency may negatively impact your credit rating. To avoid this action, please submit payment immediately via [Payment Method/Online Portal] or mail a check to the address listed above.

If you have already sent payment, please disregard this notice. If you wish to discuss a payment plan, you must contact our billing department at [Phone Number] before the deadline stated above.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]