

## **FINAL NOTICE PRIOR TO COLLECTIONS**

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

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

Re: Outstanding Court Expenses for Case Number: [Insert Case Number]

Dear [Debtor Name],

This letter serves as formal notice regarding your unpaid court expenses and legal fees totaling \$[Insert Amount]. Despite previous notifications, our records indicate that this balance remains past due as of [Insert Original Due Date].

Please be advised that this is your final opportunity to resolve this debt directly with this office. If full payment is not received within [Insert Number, e.g., 10] business days from the date of this letter, your account will be transferred to a third-party collection agency.

Transferring this debt to collections may result in:

- Additional collection fees and interest charges.
- Negative impact on your personal credit report.
- Further legal action or wage garnishment as permitted by law.

To prevent this action, please submit payment via [Insert Payment Method, e.g., Online Portal, Mail, or Phone] immediately.

If you believe this notice is in error or if you have already made this payment, please contact our billing department at [Insert Phone Number] or [Insert Email Address] immediately to provide proof of payment.

Sincerely,

[Your Name/Department Name]

[Court or Law Firm Name]

[Phone Number]

[Address]