

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name/Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: FINAL NOTICE BEFORE LEGAL ACTION - BREACH OF CONTRACT**

Dear [Recipient Name],

This letter serves as a formal final notice regarding your breach of the contract dated [Date of Contract] concerning [Brief Description of Services/Goods Provided].

As of this date, your account is seriously past due. Despite previous requests for payment sent on [Dates of Previous Notices], you have failed to remit the outstanding balance of \$[Total Amount Owed]. This balance includes [List Base Amount, Interest, or Late Fees].

Your failure to pay constitutes a material breach of our agreement. We have attempted to resolve this matter amicably; however, your lack of payment has left us with no alternative but to pursue formal legal remedies.

**TAKE NOTICE** that if payment is not received in full by [Deadline Date, e.g., 7 or 14 days from today], we will immediately initiate legal proceedings against you without further notice. This may include a lawsuit to recover:

- The full principal amount owed (\$[Amount]);
- Accrued interest;
- Court costs and filing fees;
- Reasonable attorney's fees as permitted by contract or law.

Please remit payment via [Payment Method, e.g., Wire Transfer, Check, Online Portal] to the following details:

[Payment Instructions/Account Information]

If you have already sent payment, please provide proof of payment immediately to avoid the commencement of litigation. We strongly advise you to give this matter your urgent attention to avoid the costs and public record of a legal dispute.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]