

FINAL PRE-LITIGATION NOTICE

SENT VIA: [Certified Mail / Email / Personal Delivery]

Date: [Current Date]

To: [Recipient Name/Company Name]

Address: [Recipient Street Address]

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

Re: Final Demand for Payment - [Account Number or Reference ID]

Dear [Recipient Name],

This letter serves as formal and final notice to you regarding the outstanding debt owed to [Your Name/Company Name] in the amount of \$[Amount Owed].

Despite previous attempts to resolve this matter on [Dates of previous contact], the balance remains unpaid. This letter constitutes your final opportunity to settle this debt voluntarily before legal action is initiated.

Demand for Payment:

We demand full payment of \$[Amount Owed] by no later than [Deadline Date, e.g., 10 days from today]. Payment should be made via [Payment Method: Check, Wire Transfer, Online Portal] to the following address/account:

[Your Payment Details/Address]

Intent to Initiate Litigation:

If payment is not received in full by the date specified above, we will have no choice but to immediately refer this matter to legal counsel to file a formal lawsuit. This may result in additional costs for which you will be held liable, including but not limited to:

- Pre-judgment and post-judgment interest;
- Court filing fees and service of process costs;
- Attorneys' fees (where applicable by contract or law).

Please be advised that we will also pursue all available post-judgment remedies, including wage garnishment and the placement of liens on property, to satisfy the debt.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]