

URGENT: FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Notice of Default Escalation - Account Number: [Insert Account Number]

Dear [Recipient Name],

This letter serves as a formal notice that your account is now in serious default. Despite our previous attempts to resolve the outstanding balance of \$[Insert Amount] dated [Insert Original Due Date], we have not received payment or a satisfactory response from you.

Due to your continued failure to meet your financial obligations, we are escalating this matter. If the total balance is not paid in full by [Insert Deadline Date], we will take the following actions:

- Transfer of your account to a third-party debt collection agency.
- Reporting of this default to major credit reporting bureaus, which may impact your credit score.
- Initiation of formal legal proceedings to recover the debt, including court costs and attorney fees.

To prevent further escalation and the associated costs, please submit payment immediately via [Insert Payment Method] or contact our office at [Insert Phone Number] to discuss a final settlement arrangement.

Please give this matter your immediate attention to avoid further legal consequences.

Sincerely,

[Your Name/Company Representative]

[Company Name]

[Contact Information]