

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

[Date]

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

RE: FINAL NOTICE BEFORE LEGAL ACTION

Dear [Recipient Name],

This letter serves as a formal final warning regarding [describe the issue, e.g., unpaid invoice #12345 / breach of contract dated MM/DD/YYYY].

Despite previous attempts to resolve this matter on [Dates of previous contact], the outstanding balance of \$[Amount] remains unpaid. To date, we have not received a satisfactory response or a formal commitment to resolve this dispute.

Take notice that if the full payment of \$[Amount] is not received by [Deadline Date, e.g., 5:00 PM on Friday, October 20th], we will immediately commence legal proceedings against you without further notice. This may include filing a lawsuit in [Local Court Name] to recover the debt, plus applicable interest, court costs, and legal fees.

We remain willing to resolve this matter out of court provided that immediate payment is made. Payment can be sent via [Payment Method, e.g., Bank Transfer/Check] to the following account: [Account Details].

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]