

FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

To:

[Executor Name]

Executor of the Estate of [Deceased Name]

[Executor Address]

[City, State, Zip Code]

Re: Estate of [Deceased Name] - Formal Demand for Payment

Dear [Executor Name],

This letter serves as a final formal demand for payment of the outstanding debt owed by the Estate of [Deceased Name] to [Your Name or Company Name].

Despite previous notices sent on [Date of First Notice] and [Date of Second Notice], the balance of \$[Amount Owed] remains unpaid. This debt is documented by [Reference Invoice Number or Agreement Date].

As the Executor, you have a legal fiduciary duty to settle the valid debts of the estate using available assets. Please be advised that this is your final opportunity to resolve this matter amicably. We require full payment of \$[Amount Owed] to be received no later than [Insert Date, e.g., 10 days from today].

Please make the check or money order payable to [Payee Name] and mail it to:

[Your Mailing Address]

[City, State, Zip Code]

Failure to remit payment by the deadline stated above will leave us with no choice but to pursue formal legal remedies. This may include filing a petition with the Probate Court, seeking a court order for payment, and holding you personally liable for breach of fiduciary duty where applicable. Any subsequent legal costs and interest will be added to the total claim.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]