

**URGENT: FINAL NOTICE BEFORE LEGAL ACTION**

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Intent to Initiate Legal Proceedings - Unpaid Invoices**

Dear [Recipient Name],

This letter serves as a formal final warning regarding the outstanding balance owed to [Your Firm Name] for services rendered. Despite previous reminders sent on [Dates of previous notices], our records indicate that the following invoices remain unpaid:

- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]

**Total Outstanding Balance: \$[Total Amount]**

Please be advised that if payment is not received in full by [Deadline Date - e.g., 7 days from today], we will be forced to escalate this matter to our legal counsel to initiate formal litigation. This may result in further costs for which you may be liable, including but not limited to:

- Accrued interest and late fees;
- Court filing fees and legal costs;
- Post-judgment collection expenses.

We would prefer to resolve this matter amicably. Please submit payment immediately via [Payment Method: Wire Transfer/Check/Online Portal] or contact our office at [Phone Number] to discuss a formal settlement plan before the deadline expires.

We look forward to your prompt response to avoid further legal complications.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Firm Name]