

FINAL NOTICE BEFORE LEGAL ACTION

Date: _____

To (Debtor Name): _____

Address: _____

From (Creditor Name): _____

Address: _____

Subject: Final Notice Before Legal Action for Non-Payment

Dear _____,

This letter serves as a **final notice** regarding your outstanding payment due on the account referenced below:

- **Invoice/Account Number:** _____
- **Amount Due:** \$ _____
- **Original Due Date:** _____

Despite previous reminders, the above amount remains unpaid. This is your final opportunity to clear the balance. Failure to remit payment within **seven (7) days** of the date of this notice will result in immediate commencement of legal action to recover the outstanding debt, plus any associated legal fees and interest as permitted by law.

To avoid further action, please make payment in full by _____.

Payment Instructions:

Bank Details / Payment Link / Mailing Address: _____

If you believe you have received this notice in error or wish to discuss your account, please contact us immediately at _____.

Sincerely,

(Name & Title)

*This **Final Notice Before Legal Action** form sample is designed to formally alert debtors of their outstanding payment obligations. It clearly communicates the consequences of non-payment and offers a last chance to resolve the matter before legal proceedings commence. Using this template ensures professionalism and increases the likelihood of timely payment recovery.*