

# **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.*