

# Final Notice Before Legal Action

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To:

Company Name / Client Name

Address:

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## Re: Final Notice Before Legal Action â€“ Unpaid Invoice #[Invoice Number]

Dear Client Name,

This serves as a **final notice** regarding your outstanding payment for Invoice #: [Invoice Number], originally issued on [Issue Date] in the amount of \$[Amount Due], which remains unpaid as of today.

Despite previous reminders, we have not yet received your payment. Please be advised that if the full amount is not paid within **7 days** from the date of this notice, we will have no alternative but to initiate legal action to recover the debt, including any additional costs incurred.

**Payment details:**

Bank Name: [Bank Name]

Account Number: [Account Number]

Reference: [Invoice Number or Reference]

Should you have any questions or believe you have received this notice in error, please contact us immediately at [Your Contact Info].

We urge you to treat this matter with the urgency it deserves to avoid escalation.

Sincerely,

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[Your Name/Company Name]

**Note:** This **final notice before legal action form** sample is designed to formally alert clients about unpaid invoices and the potential consequences of non-payment. It serves as a crucial step to encourage prompt settlement and avoid legal proceedings. Use this template to communicate your intent clearly and professionally.