

# Final Notice Before Legal Action

Date:    /    /   

To:

.....  
Company Name / Client Name

Address:  
.....  
.....

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**Re: Final Notice Before Legal Action – 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,

.....  
[Your Name/Company Name]

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**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.