

Final Notice Before Legal Action Letter Sample

This **final notice before legal action letter sample** for a personal loan serves as a crucial communication tool to inform the borrower of impending legal proceedings due to missed payments. It clearly outlines the outstanding debt and urges prompt repayment to avoid further consequences. Using this letter helps lenders maintain professionalism while emphasizing the seriousness of the situation.

Sample Letter

Date: [Insert Date]

To: [Borrower's Name]
[Borrower's Address]
[City, State, ZIP Code]

Subject: Final Notice Before Legal Action â€“ Personal Loan Account #[Account Number]

Dear [Borrower's Name],

This is to formally notify you that as of the date of this letter, your personal loan account #[Account Number] with an outstanding balance of **[Amount Due]** is **[number of days overdue]** days past due. Previous reminders regarding your missed payments have gone unanswered, and your failure to settle the debt has left us with no choice but to consider legal recovery options.

You are hereby given a final opportunity to clear the overdue amount in full within **[number of days, e.g., seven (7) days]** from the date of this notice. If payment is not received within this time frame, we will be compelled to initiate legal action to recover the debt, which may result in additional legal fees, court costs, and a negative impact on your credit rating.

To avoid these proceedings, please make the required payment immediately. Kindly contact our office at [Contact Information] if you have already made payment or if you wish to discuss your account.

We urge you to treat this matter with the utmost seriousness.

Sincerely,

[Lender's Name]
[Lender's Position/Department]
[Lender's Company]
[Contact Information]