

Customizable Final Notice Before Legal Action

Final Notice Before Legal Action

Date: / /20

To:

[Recipient Name]

[Company Name]

[Address]

[City, State, ZIP]

Subject: **Final Notice Before Legal Action Regarding Outstanding Account**

Dear [Recipient Name],

This letter serves as a **final notice** regarding your outstanding account balance of \$[Amount Owed] on invoice number [Invoice Number], due since [Due Date]. Despite previous reminders, this amount remains unpaid.

Unless payment is received in full within [Number of Days, e.g., 7] days from the date of this notice, we will have no alternative but to initiate legal proceedings to recover the debt, plus any applicable legal costs and interest.

To avoid legal action, please remit payment promptly to the following address or contact us to discuss your account:

[Your Company Name]

[Contact Address]

[Phone Number] | [Email Address]

If you believe this notice to be in error, or if you have already sent payment, please contact us immediately to resolve this matter.

Sincerely,

[Your Name/Title]

[Your Company Name]

*This **Customizable final notice before legal action form** in Word format provides a professional template to notify clients or customers of pending legal consequences. Easily editable to fit specific situations, it ensures clear communication and legal compliance. Ideal for businesses seeking to resolve disputes before escalating to court.*