

# Free Final Notice Before Legal Action Form Sample for Tenants

This **free final notice before legal action form** sample helps landlords notify tenants about overdue payments and impending legal consequences. It is designed to ensure clear communication and protect legal rights. Tenants receive a formal warning before any legal proceedings begin.

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## Final Notice Before Legal Action

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

To: \_\_\_\_\_ (Tenant's Name)

Address: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter serves as a formal **final notice** regarding your overdue rental payment for the property located at the address above. Our records indicate that your payment of \$\_\_\_\_\_, which was due on \_\_\_\_\_, remains unpaid as of the date of this letter.

We kindly request that you remit the full outstanding amount **within seven (7) days** from the date of this notice. Failure to resolve this matter within the stated timeframe will result in immediate legal action, which may include eviction proceedings, without further notice.

If you have already made this payment, please provide proof of payment to our office immediately. If you have any questions or would like to discuss your situation, contact us at \_\_\_\_\_ (phone/email).

Please treat this matter with the utmost urgency to avoid legal intervention.

Sincerely,

\_\_\_\_\_  
(Landlord/Property Manager Name)

\_\_\_\_\_  
(Contact Information)

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This free final notice template is provided for informational purposes only and does not constitute legal advice. Consult a qualified attorney for legal guidance regarding your specific situation.