

# FINAL NOTICE BEFORE LEGAL ACTION

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

**To:**

Name: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

**From:**

Name: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Subject:** Final Notice Before Legal Action "Property Damage

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

This letter serves as a **final notice before legal action** concerning property damage caused by you/your agents on \_\_\_\_\_ (date of incident) at \_\_\_\_\_ (address of incident).

**Description of Damages:**

\_\_\_\_\_

\_\_\_\_\_  
(Provide a detailed description of the property damage)

**Amount of Damages Claimed:** \$ \_\_\_\_\_

Despite previous communications regarding this matter, we have not received payment or a satisfactory response.

**Unless full payment of the above amount is received within 10 (ten) days from the date of this letter, we will be compelled to pursue all available legal remedies without further notice.**

We urge you to resolve this matter promptly to avoid legal action. Payment should be made to the address listed above. Should you have any questions or wish to discuss this matter, please contact me promptly.

Sincerely,

\_\_\_\_\_  
(Your Name / Title)

*This is a sample final notice before legal action for property damage. Consult a legal professional for advice specific to your situation.*