

Final Notice Before Legal Action

Date: _____

To (Debtor Name/Company):

Address:

From (Creditor Name/Company):

Address:

Outstanding Invoice/Account Number:

Total Amount Due:

\$ _____

Due Date of Original Invoice:

Dear [Debtor Name/Company],

This letter serves as your **final notice** regarding the outstanding debt referenced above. Despite our previous reminders, payment remains overdue in the amount of **\$[Amount Due]**.

You are hereby notified that unless the amount owing is paid in full within 7 days of the date of this notice, we will have no choice but to initiate legal proceedings to recover the debt without further notice to you. Such action may result in additional costs being added to your account.

To avoid legal action, please make immediate payment or contact us to discuss repayment options.

If you believe this notice has been sent in error or you wish to discuss the matter, please contact us immediately at **[Phone/Email]**.

Authorized Representative
[Creditor Name/Company]

*This **final notice before legal action** form sample is designed to help businesses formally communicate outstanding debts, emphasizing the urgency of payment. It serves as a clear warning before proceeding with legal measures, ensuring clarity and professionalism in debt recovery. Utilizing this form can improve the chances of resolving disputes without court involvement.*