

LEGAL NOTICE FOR NON-PAYMENT OF DUES

From:

[Your Name/Organization]
[Your Address]
[City, State, ZIP]
[Contact Number]
[Email Address]

Date: [Insert Date]

To:

[Debtor's Name/Organization]
[Debtor's Address]
[City, State, ZIP]

Subject: Legal Notice for Outstanding Payment / Non-payment of Dues

Dear [Debtor's Name],

This is to formally notify you that an amount of **[insert amount]** is due and payable towards [describe the nature of dues, e.g., invoice numbers, services rendered, period, etc.]. The payment was due on **[due date]**, but as of today, the same remains unpaid.

Despite previous requests and reminders, the outstanding payment has not yet been cleared. You are hereby requested to make the payment of the aforementioned amount within **[X days, e.g., 15 days]** from the receipt of this notice, failing which we will be constrained to take appropriate legal action at your cost and risk without further notice.

Kindly treat this communication as a final opportunity to settle the pending dues.

Sincerely,

[Your Name]
[Your Designation]
[Organization Name, if applicable]