

# FINAL NOTICE BEFORE LEGAL ACTION

**Date:**

**To:**

**Address:**

## RE: Breach of Contract

Dear .....,

This letter serves as your **final notice before legal action** regarding the breach of contract dated ..... , between **[Your Name/Company]** and **[Defaulting Party's Name]**.

### Breach details:

[Describe the specific term(s) of the contract that have been breached and the nature of the breach.]

As previously communicated, you are obligated under the above-referenced contract to:  
[Summarize the specific obligations or payments owed.]

To date, you have failed to fulfill these obligations. Unless you remedy the breach by completing the required action(s) or payment **within seven (7) days of the date of this notice**, we will commence legal proceedings against you without further notice.

We strongly urge you to address this matter immediately to avoid litigation, which may result in additional costs, damages, and legal fees for which you may be held liable.

If you have any questions or believe you have received this notice in error, please contact us directly at **[contact information]**.

This notice is sent without prejudice to any and all rights and claims, all of which are hereby expressly reserved.

Sincerely,

**[Your Name / Company]**

.....  
**Title/Position:** .....

**Contact Information:**