

FINAL NOTICE BEFORE LEGAL ACTION

IMPORTANT: PLEASE READ CAREFULLY

From:

[Your Company Name]
[Your Address]
[City, State ZIP Code]
[Phone Number]
[Email Address]

To:

[Recipient Name]
[Recipient Address]
[City, State ZIP Code]

Date: [Date]

Subject: Final Notice Before Legal Action

Dear [Recipient Name],

This letter serves as your **final notice** regarding the outstanding obligation detailed below. Despite our previous reminders, the following account remains unsettled:

- **Invoice/Account Number:** [Invoice/Account #]
- **Amount Due:** \$[Amount]
- **Description:** [Brief description of goods/services]
- **Due Date:** [Original Due Date]

As of today's date, your account remains delinquent. Immediate payment is required to avoid escalation of this matter. Failure to respond or remit payment within **[x] days** from the date of this notice will result in the initiation of legal action to recover the outstanding amount, plus any applicable legal fees and interest.

We urge you to settle this matter promptly to prevent further action. If you have already made payment or believe this notice has been sent in error, please contact us immediately at [Phone Number] or [Email Address].

This notice constitutes our final effort to resolve this issue amicably. Please treat this matter with the seriousness it deserves.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]

This final notice form sample serves as a crucial document to notify recipients of pending legal action if obligations remain unmet. It clearly outlines the consequences and provides a last opportunity to resolve the issue amicably. Utilizing a structured and formal tone, this notice helps ensure legal compliance and effective communication.