

Urgent Collection Letter Threatening Legal Action

Subject: Immediate Action Required - Legal Consequences

Dear [Recipient Name],

As legal counsel to [Client/Company Name], I must inform you that your outstanding balance of [Amount] is now overdue by [Number of Days]. Despite repeated notifications, this obligation remains unmet.

If payment is not received within [X days], my client has instructed me to initiate legal proceedings. This may include filing a lawsuit and seeking additional costs, interest, and attorney fees.

Avoid further complications by settling this debt immediately.

Respectfully,

[Attorney Name]

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