

Legal Action Warning Template

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP]

Subject: Urgent - Pending Legal Action for Invoice #[Invoice Number]

Dear [Customer's Name],

We write to inform you that despite our previous attempts to resolve the matter of your unpaid invoice (#[Invoice Number]) for [Amount], we have not received any response or payment from your end. The due date was [Due Date], and the payment is now significantly overdue.

This letter is a final warning before we initiate legal proceedings to recover the debt. Legal action can lead to additional costs and consequences that we believe can be avoided through amicable resolution.

To prevent further escalation, please remit the outstanding amount promptly using the details provided on the invoice or contact our legal department at [Legal Department Phone Number] to discuss a resolution.

Immediate action is imperative to avoid legal repercussions.

Yours faithfully,

[Your Name]

[Your Title]

[Your Contact Information]

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