Post-Legal Action Notification Template

- [Your Company Name]
- [Your Address]
- [City, State, ZIP]
- [Date]
- [Customer's Name]
- [Customer's Address]
- [City, State, ZIP]
- Subject: Legal Action Initiated Invoice #[Invoice Number]
- Dear [Customer's Name],
- We regret to inform you that, despite our previous communications and warnings, we have been compelled to initiate legal action to recover the outstanding debt related to your invoice (#[Invoice Number]) for [Amount].
- Our efforts to amicably resolve this matter have been exhausted, and this course of action was taken as a last resort. Legal proceedings are now underway, and this may result in additional costs, legal fees, and potential damage to your credit rating.
- If you wish to halt the legal proceedings and avoid further consequences, please contact our legal department immediately at [Legal Department Phone Number] to discuss a settlement arrangement. Time is of the essence, and we urge you to take swift action.
- Yours sincerely,
- [Your Name]
- [Your Title]
- [Your Contact Information]