

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]