

Serious Final Warning

Subject: FINAL NOTICE - Legal Action Pending

Dear [Client Name],

This is our FINAL NOTICE regarding the outstanding payment of \$[Amount] for Invoice #[Invoice Number], which is now [Number] days past due.

Despite multiple attempts to collect this debt, including previous notices sent on [Dates], you have failed to respond or remit payment. Your account is seriously delinquent.

Unless payment in full is received within [Number] days of this notice (by [Date]), we will have no choice but to:

1. Forward your account to our legal department for immediate collection proceedings
2. File a lawsuit against you for the full amount plus court costs, attorney fees, and interest
3. Report this delinquency to credit reporting agencies
4. Terminate all services and any existing contracts

This is not an idle threat. We are prepared to take legal action to recover what is rightfully owed.

If you wish to avoid legal proceedings, contact us immediately to arrange payment or discuss this matter.

Very truly yours,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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