

Strict, formal warning before taking legal action

Subject: Final Notice Before Legal Action

Dear [Debtor Name],

This letter serves as formal notification that your account with [Company Name] remains overdue for the amount of [Amount], originally due on [Due Date].

Unless payment is received within [X] days from the date of this letter, we reserve the right to commence legal proceedings without further notice. This may include seeking recovery of the debt, interest, and all associated legal costs.

We urge you to address this matter immediately.

Sincerely,

[Your Name]

[Company Name]

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