

FINAL NOTICE BEFORE LEGAL ACTION

[Date]

[Name of Recipient]

[Name of Company]

[Address]

[Zip Code]

Dear [Name of Recipient],

It's been 4 months since your last payment, and we sent a mail to you last month with regard to your overdue account. However, we still haven't received any response from you. There are no records that you updated your address as well, so we are expecting that you are receiving the letters that we have been sending with regard to this overdue account.

You have been ignoring our demands for payment and we are sending this mail as your final notice before we decide to proceed on a legal action to settle everything.

We attached all of the information that you need about your overdue account and we are expecting you to pay it within the next ten days or you can call or visit us so we can work on an acceptable proposal for the payment.

If you ignore this letter, we will be filing a legal complaint after 10 days. Thank you for your cooperation.

Sincerely,

[Name of Sender]