[DATE]

Contact Name

Address

Address2

City, Country

Zip/Postal Code

**RE: Legal Action - Notice**

Dear [CONTACT],

In light of your repeated default on your overdue balance of [AMOUNT], we now give you your final notice before our attorneys commence with a suit.

If you wish to avoid this, please contact us in the next [NUMBER] of days.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]