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Final Legal Notice

DATE: [write Date here]

Owner: [Owner / Manager's name (or The Manager)]

Owner's address: [Write Address Here]

Owner's Email: [Write Owner Email]

Dear [Offender Name]

Final Notice before Legal Action

We have repeatedly advised you of your long overdue balance in the amount of [Amount]. Since you have not made payment we have turned your account over to our attorneys and instructed them to commence suit without further delay.

There is still time, however, to avoid suit if you contact us within the next [Number] days. This will be your final opportunity to resolve matters without the expense of court proceeding

We have given you a reasonable opportunity to resolve our complaint. You have failed to do so.

We enclose a copy of the letter I wrote to you on [insert date of Notice (s)]

We have now been left with no alternative but to seek legal redress through the courts. Unless this matter is satisfactory resolved within the next 20 days I will instigate legal proceedings without further notice. The cost of this action will be added to my claim.

This is be your final opportunity to resolve matters without the expense of court proceedings.

Yours sincerely/ yours faithfully

Name: Write Name here

Signature: _____

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