

FINAL DEMAND LETTER - LEGAL ACTION IMMINENT

Date: _____

FROM (Creditor):

[YOUR COMPANY NAME]
[ADDRESS]
[CITY, STATE ZIP]

TO (Debtor):

[DEBTOR NAME]
[DEBTOR ADDRESS]
[CITY, STATE ZIP]

Dear [DEBTOR NAME]: This is your FINAL DEMAND for payment. Previous demands have been ignored. We are now prepared to file a lawsuit against you. **Amount Due:** \$[AMOUNT OWED] **Invoice Number:** [INVOICE NUMBER] **Original Due Date:** [DUE DATE] **Days Outstanding:** [NUMBER OF DAYS] **FINAL DEADLINE: 10 CALENDAR DAYS** You must remit full payment within TEN (10) calendar days of this letter's date. Remit payment to: [PAYMENT INSTRUCTIONS] **CONSEQUENCES OF NON-PAYMENT:** Should you fail to pay this amount within the specified 10-day period, we will immediately file a lawsuit against you in [CALIFORNIA SUPERIOR COURT / APPROPRIATE COURT]. If we proceed with litigation, you will be responsible for: • Court filing fees • Summons and service of process costs • Attorney fees and legal costs • Pre-judgment interest (where applicable) • Post-judgment interest • Potential punitive damages • Collection costs This is your final opportunity to resolve this matter before formal legal proceedings commence. Sincerely, [YOUR SIGNATURE]
[YOUR PRINTED NAME] [YOUR TITLE]