Legal Debt Collection Notice

Subject: Legal Action Warning: Unpaid Invoice [Invoice Number]

Dear [Client Name],

This letter serves as formal notice that Invoice [Invoice Number] totaling [Amount] remains unpaid despite prior reminders. If payment is not received within [X] days, we may initiate legal proceedings to recover the debt.

We strongly encourage you to settle this matter promptly or contact us to discuss a resolution.

Sincerely,

[Your Name]

[Position]

[Company Name]