

From:

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Date: [Date]

To:

[Debtor's Name / Company Name]

[Debtor's Address]

[City, State, ZIP Code]

## **LEGAL NOTICE FOR RECOVERY OF UNPAID INVOICE**

Dear [Debtor's Name],

This is to formally notify you that as of the date of this letter, the following invoice issued by us remains outstanding and unpaid:

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Amount Due: [Amount Due]

Due Date: [Original Due Date]

Despite our previous reminders, we have not yet received payment for the above invoice. Please consider this as a final formal demand for payment. You are required to remit the outstanding amount within seven (7) days from the date of this notice.

Failure to make payment within the specified period may result in legal actions being initiated against you for recovery of the due amount, along with applicable interest, legal fees, and other costs as permitted by law.

We urge you to treat this matter with utmost urgency to avoid further consequences. Should you require any clarification or wish to resolve this matter, please contact us immediately.

Sincerely,

[Authorized Representative Name]

[Designation]

[Your Company Name]