

LETTER BEFORE ACTION

To: _____

Address: _____

Re: _____

Dear Sir/Madam,

This letter serves as a formal notice regarding your outstanding obligations that have not been fulfilled despite previous communications. Please regard this as a final opportunity to remedy the matter before legal proceedings are initiated.

Details of Claim:

The particulars of the claim against you are as follows:

Claimant: _____

Address: _____

Nature of Claim: _____

Amount Owed: _____

Due Date: _____

Despite repeated requests, the above amounts remain unpaid. Under United States law, you are obligated to settle this debt promptly. Failure to comply within the timeframe specified below may result in the commencement of legal action without further notice.

Required Action:

You are hereby required to pay the full amount owed or otherwise resolve this matter immediately upon receipt of this letter. Please send payment or contact the undersigned to discuss this matter further. Failure to respond or settle the claim within 14 days will result in legal proceedings being initiated against you without further notice.

Please be advised that if legal action becomes necessary, you may be liable for all costs associated with the collection of this debt, including attorney's fees and court costs, to the fullest extent permitted by law.

This letter and its contents are confidential and intended solely for the addressee. Disclosure to third parties without prior consent is prohibited except as required by law.

Governing Law and Venue:

This letter and any dispute arising from its contents shall be governed by and construed in accordance with the laws of

the United States and the relevant state jurisdiction. You consent to the exclusive jurisdiction and venue of the state and federal courts located within the appropriate county for any such disputes.

No waiver of rights or remedies by the sender of this letter shall be deemed unless expressly stated in writing. All remedies provided by law or equity are hereby expressly reserved.

Please govern yourself accordingly.

Sincerely,

Claimant's Signature

Signature: _____

Date: _____

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