

LETTER BEFORE ACTION

Sender:

Recipient:

Dear Sir or Madam,

Subject: Demand for Payment / Performance of Obligations

This letter serves as a formal notice that you are in breach of your obligations under the agreement entered into between us. Despite previous communications and requests, the outstanding matter remains unresolved.

Outstanding Amount / Obligation

You currently owe a sum of USD _____ or are required to perform the following obligations: _____ . This amount or performance is overdue and must be remedied immediately.

Deadline for Remedy

You are hereby given a final opportunity to remedy this breach within ____ days from receipt of this letter. Failure to comply within this timeframe will compel us to initiate legal proceedings without further notice.

Legal Consequences

Please be advised that if you do not fulfill your obligations as demanded, we reserve the right to pursue all available remedies under United States law, including but not limited to filing a lawsuit to recover the owed amounts, costs, fees, and any other damages.

Good Faith Resolution

We encourage you to contact us promptly to discuss any questions or to arrange payment or performance to avoid unnecessary legal action.

Reservation of Rights

All rights and remedies are expressly reserved. Nothing contained in this letter shall be construed as a waiver of any rights available to us under the applicable law.

Contact Information

Please direct all communications regarding this matter to the undersigned at the contact details provided below.

Sincerely,

Signature:

Name:

Title:

Contact Information:

SENDER'S SIGNATURE

DATE

Signature: _____

Date: _____

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