Legal Action Letter to help you get started.

From,

\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ ( Your Address)

Date: \_\_\_\_ ( Date of which letter is written)

To,

\_\_\_\_\_\_(Name and Address of the person the letter is addressed to)

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_

Respected \_\_\_\_\_(receiver’s name),

This letter is to inform you that you have failed to pay the dues to \_\_\_\_\_ (Name of organization) which are about \_\_\_\_\_\_\_ (Amount). Several times we have sent you reminders but we never received any communication from your end. It has been one year since you paid the last installment.

We never want to take extreme steps to our customers. But we have left no other choice except to take legal action. Please pay back the dues or contact us within \_\_\_\_\_ (Mention the date) otherwise, you will face the consequences.

Yours sincerely,

\_\_\_\_\_\_\_

(Name of the sender).