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NOTIFICATION OF IMPENDING ACTION

Dear,

Re: Account #:

With reference to your account which is **extremely overdue** and currently outstanding for the **amount of \$**..... We will have no option but to commence legal proceedings to recover the outstanding amounts if payment is not received in full within ten (10) days of the date of this letter.

We also inform you that we propose to seek legal advice as to whether it is appropriate to lodge a credit default listing with an appropriate organisation. Consequences of such a listing will be that a default notice will be placed against your name which will affect your credit rating for the next five (5) years, even when the amount has been paid in full.

In order to prevent **further legal action**, we require full payment of your account immediately.

Please contact the undersigned on to pay your account and prevent further action.

Yours sincerely,

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Name

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Title

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Contact #

Date:

P.S. If you dispute the amount owing, it would be in your best interest to contact the abovesigned promptly to evade further action.