Date:

To:

[Recipient Name]

Subject: Final warning letter for outstanding payment

This is to intimate you that after sending several warning letters, we have still not received any response from you. The payment on your borrowed sum is still outstanding in the amount of [enter amount].

We tried calling you multiple times; however, you were unavailable. This lack of communication and repayment of the outstanding amount has forced us to seek legal counsel.

Please consider this a final warning letter, after which we shall be taking this matter to court. In order to avoid a lawsuit kindly make the outstanding payment within five days of receiving this notice.

Sincerely,

[NAME HERE]

[Title]