

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

**RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS**

**Account Number:** [Account Number]

**Total Amount Owed:** \$[Amount]

Dear [Debtor Name],

This letter serves as formal notice regarding the outstanding balance of \$[Amount] owed to [Your Name/Company Name] for [Description of Services/Goods provided], which was due on [Original Due Date].

Despite previous reminders, the debt remains unpaid. Please be advised that it is our intention to escalate this matter to legal litigation to recover the full amount, including applicable interest, late fees, and legal costs.

However, in a final effort to resolve this matter out of court, we are willing to offer the following settlement options:

- **Lump Sum Settlement:** Pay a reduced amount of \$[Settlement Amount] if received by [Date].
- **Payment Plan:** Pay the full balance in monthly installments of \$[Amount] starting on [Date].

If we do not receive payment or a signed settlement agreement by [Final Deadline Date], we will have no choice but to file a formal complaint with the court without further notice.

Please contact us immediately at [Phone Number] or [Email Address] to confirm your payment or to discuss this arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]