

URGENT NOTICE: INTENT TO FILING LAWSUIT

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

RE: NOTICE OF UNPAID DEBT - Account Number: [Insert Account Number]

Dear [Debtor Name],

This letter serves as formal notice that your account is seriously delinquent. As of this date, you have an outstanding balance of \$[Insert Amount]. Despite previous attempts to contact you, we have not received payment.

Please be advised that this is a **final demand** for payment. We would prefer to resolve this matter amicably; however, we are prepared to initiate legal proceedings to recover the full amount owed, plus interest, court costs, and legal fees, if payment is not received immediately.

To avoid litigation, you must provide payment in full or contact our office to establish a formal payment plan by [Insert Deadline Date, e.g., 7-10 days from now].

Payment can be made via [Insert Payment Method: Check, Wire, Online Portal].

If we do not hear from you by the deadline stated above, we will have no choice but to refer this matter to our legal counsel for the filing of a formal lawsuit without further notice to you.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]