

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

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

RE: NOTICE OF INTENT TO COLLECT DEBT

Dear [Debtor Name],

This letter serves as formal notice regarding your outstanding balance of \$[Amount Owed] for [Description of Debt/Invoice Number], which was due on [Original Due Date].

Despite previous attempts to contact you, our records indicate that this payment is still delinquent. We are providing you with this final opportunity to resolve this matter voluntarily before we take further action.

Please remit the full payment of \$[Amount Owed] to the address listed above by [Deadline Date]. Payment can be made via [Payment Methods, e.g., Check, Bank Transfer, Online Portal].

Failure to respond to this notice or provide payment by the specified date may result in the following actions:

- Reporting this delinquency to credit bureaus.
- Referring your account to a third-party collection agency.
- Initiating legal proceedings to recover the debt, including court costs and interest.

If you have already sent payment, please disregard this notice. If you dispute this debt or cannot pay the full amount at this time, contact us immediately at [Phone Number] to discuss a potential payment arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]