

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

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

[Date]

[Recipient Name/Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: FORMAL DEMAND FOR PAYMENT - NOTICE OF INTENT TO SUE**

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding the outstanding balance owed to [Your Name/Company Name] for [Description of Services/Goods Provided or Basis of Debt].

As of the date of this letter, your account is past due. Despite previous attempts to resolve this matter on [List Dates of Previous Reminders], the total amount of \$[Amount Owed] remains unpaid. This balance is based on [Invoice Numbers/Contract Dates].

Please remit the full payment of \$[Amount Owed] by [Deadline Date - e.g., 10 days from receipt] to the following address:

[Payment Mailing Address]  
[Payment Method Instructions, if any]

If full payment is not received or a formal payment plan is not agreed upon by the aforementioned date, I will have no alternative but to pursue all available legal remedies to recover the debt. This may include, but is not limited to, filing a lawsuit in [Local Court Name], which may result in a judgment for the principal amount plus interest, court costs, and reasonable attorney fees.

This is your final opportunity to resolve this matter voluntarily before litigation is commenced. I look forward to your immediate attention to this debt.

Sincerely,

[Your Signature]  
[Your Printed Name]