

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

[Date]

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

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

Account Number: [Account Number]  
Total Amount Due: \$[Total Amount]

Dear [Debtor Contact Name],

This letter serves as formal notice that your account is now severely delinquent. Despite our previous attempts to resolve this matter through formal requests and invoices, we have not received the outstanding balance of \$[Total Amount] for [Service/Product Description] provided on [Date].

Take notice that if payment is not received in full within [Number, e.g., 10] business days from the date of this letter, we will have no choice but to initiate formal legal action against [Debtor Company Name] to recover the debt, plus any applicable interest, late fees, court costs, and attorney fees.

Please remit payment via [Payment Method] or contact our office immediately at [Phone Number] to discuss a final settlement. We would prefer to resolve this matter out of court; however, we are prepared to proceed with a lawsuit to protect our financial interests.

Govern yourself accordingly.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]