

OFFICIAL NOTICE

DATE: [Date]

RE: NOTICE OF INTENT TO INITIATE ASSET SEIZURE PROCEEDINGS

CASE/ACCOUNT NUMBER: [Reference Number]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Your Name/Organization Name]

[Your Department]

[Your Address]

Dear [Debtor Name],

This letter serves as formal notification that [Organization Name] intends to initiate legal proceedings to seize your assets to satisfy the outstanding debt owed in the amount of **[\$Amount]**.

Despite previous demands for payment dated [Date of Previous Notices], the aforementioned balance remains unpaid. Consequently, we are moving forward with enforcement actions which may include, but are not limited to:

- Garnishment of wages and bank accounts;
- Seizure and sale of personal or real property;
- Placement of liens against titled assets.

To prevent the commencement of these proceedings, you must remit the full balance or contact our office to establish a formal repayment agreement no later than **[Deadline Date]**.

Please direct all payments and inquiries to:

[Contact Name/Department]

[Phone Number]

[Payment Website/Address]

Failure to respond by the deadline stated above will result in immediate legal escalation without further notice.

Sincerely,

[Signature]
[Printed Name]
[Title]