

FORMAL LETTER BEFORE ACTION

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Your Name / Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS FOR OUTSTANDING DEBT

Dear [Debtor Name],

This letter serves as a formal final notice regarding the outstanding unsecured debt owed to [Your Name / Company Name] in the amount of **#[Insert Total Amount]**.

Despite previous requests for payment dated [Insert Dates of Previous Notices], the balance remains unpaid. The debt consists of the following:

- Principal Amount: **#[Insert Amount]**
- Accrued Interest (if applicable): **#[Insert Amount]**
- Late Fees/Administrative Charges: **#[Insert Amount]**

DEMAND FOR PAYMENT

We hereby demand that the total sum of **#[Insert Total Amount]** be paid in full within [Insert Number, e.g., 7 or 14] days from the date of this letter. Payment should be made via [Insert Payment Method, e.g., Bank Transfer/Check] to the following account:

[Account Name]

[Bank Name]

[Account/Routing Number]

WARNING OF LEGAL ACTION

Failure to settle this debt or provide an acceptable proposal for repayment by [Insert Deadline Date] will result in the immediate commencement of legal proceedings against you without further notice. This may include:

1. Filing a lawsuit in the [Insert Name of Court] Court.
2. Seeking a court judgment for the full debt plus interest and legal costs.
3. Enforcement of judgment through wage garnishment or asset seizure.
4. Reporting the delinquency to relevant credit bureaus.

We strongly urge you to resolve this matter immediately to avoid the additional costs and public record implications associated with litigation.

If you have already made payment, please disregard this notice and provide proof of payment to the undersigned.

Yours sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]