

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

[Date]

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

RE: NOTICE OF INTENT TO CHARGE-OFF

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

Dear [Customer Name],

This letter serves as formal notice that your account is seriously past due. Despite previous attempts to contact you, we have not received the necessary payment to bring your account current.

If we do not receive a minimum payment of **[\$Amount]** by **[Date]**, your account will be charged off. A charge-off means that we will close your account and report the status as a loss to the national credit bureaus.

Consequences of a Charge-Off:

- A negative impact on your credit score for up to seven years.
- Potential difficulty obtaining future credit, loans, or housing.
- Continued collection efforts by our internal team or a third-party agency.
- Potential legal action to recover the debt.

You may still prevent this action by paying the past due amount immediately. Please visit [Website URL] to pay online, or call us at [Phone Number] to discuss a payment plan.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department]
[Company Name]