

URGENT NOTICE: INTENT TO FORECLOSE AND COMMENCE LEGAL PROCEEDINGS

Date: [Insert Date]

TO: [Debtor Name]

ADDRESS: [Debtor Address]

ACCOUNT/LOAN NO: [Insert Number]

Dear [Debtor Name],

This letter serves as formal notice that your account is in default. Despite previous requests for payment, the outstanding balance of \$[Insert Amount] remains unpaid.

Take notice that unless the total amount due is paid in full by [Insert Deadline Date], [Creditor Name] will initiate formal legal action against you. This action may include, but is not limited to:

- The immediate foreclosure and seizure of the collateral/assets securing this debt, specifically: [Description of Assets].
- The filing of a lawsuit to obtain a money judgment for the remaining balance.
- The reporting of this default to national credit reporting agencies.
- The recovery of all legal fees, court costs, and interest as permitted by law.

To prevent this action, you must remit the full payment of \$[Insert Amount] to our office or contact us at [Insert Phone Number] to discuss a final settlement before the aforementioned deadline.

Please govern yourself accordingly.

Sincerely,

[Your Name/Representative Name]

[Title]

[Company Name]

[Contact Information]