

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

[Date]

[Contractor Name/Company Name]
[Contractor Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Dear [Contractor Name],

This letter serves as a formal demand for payment regarding outstanding balances for services rendered under the contract dated [Date of Contract] for the project located at [Project Address/Description].

As of this date, your account is seriously delinquent. Despite previous requests for payment, the following amount remains unpaid:

- **Invoice Number:** [Invoice #]
- **Invoice Date:** [Date]
- **Principal Amount Due:** \$[Amount]
- **Late Fees/Interest (if applicable):** \$[Amount]
- **TOTAL OUTSTANDING BALANCE:** \$[Total Amount]

Please be advised that if the total balance of \$[Total Amount] is not received in full by [Deadline Date, e.g., 7 or 10 days from today], I will have no alternative but to escalate this matter to legal counsel.

Legal action may include, but is not limited to, the filing of a lawsuit to recover the debt, interest, court costs, and reasonable attorney fees. Furthermore, we may proceed with filing a mechanic's lien against the property or reporting this delinquency to credit bureaus.

Please remit payment immediately via [Payment Method, e.g., Check, Wire Transfer, Online Portal] to avoid further action. If you have already sent payment, please disregard this notice and provide proof of payment for our records.

I look forward to your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Position]