

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

[Date]

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

RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION

Account Number: [Account Number]
Total Amount Overdue: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notice that your account is now 120 days past due. Despite our previous attempts to resolve this matter, your balance of \$[Amount] remains unpaid.

Please be advised that this is your final opportunity to resolve this debt voluntarily. If payment is not received in full or a formal payment arrangement is not established by [Deadline Date], we will have no choice but to escalate this matter to our legal department or an outside collection agency.

Legal action may result in additional costs, including court fees and legal expenses, for which you may be held liable. Furthermore, a judgment against you may impact your credit rating.

To avoid further action, please submit your payment immediately via [Payment Method/Website] or contact us at [Phone Number] to discuss your options.

Sincerely,

[Your Name/Department]
[Your Title]