

[Your Company Name/Agency Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Date]

RE: NOTICE OF INTENT TO INITIATE DEBT RECOVERY PROCEEDINGS

TO: [Tenant Name]
ADDRESS: [Property Address]
ACCOUNT NUMBER: [Account/Reference Number]

Dear [Tenant Name],

This letter serves as a formal warning regarding the unpaid rent balance for the property located at [Property Address]. According to our records, your account is currently past due in the amount of **[\$Total Amount Owed]**.

Our records indicate that the following payments are outstanding:

- [Period 1]: \$[Amount]
- [Period 2]: \$[Amount]
- Late Fees: \$[Amount]

Failure to settle this balance or contact our office to establish a payment plan within **[Number of Days]** days from the date of this letter will result in your account being formally placed for collection. Debt recovery actions may include:

- Reporting this delinquency to national credit bureaus.
- Legal action to recover the full debt, including court costs and attorney fees.
- Referral to specialized legal counsel for eviction or judgment proceedings.

Please remit the full balance immediately via [Payment Method/Portal]. If you have already made this payment, please provide proof of payment to our office so we may update our records.

If you wish to dispute this debt or discuss a repayment schedule, contact us at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Signature]
[Title]
[Agency Name]