

**URGENT: PRE-LEGAL NOTICE - INTENT TO LITIGATE**

Date: [Insert Date]

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

RE: NOTICE OF OVERDUE ACCOUNT

Account Number: [Insert Account Number]  
Outstanding Balance: [Insert Amount]

Dear [Recipient Name],

This letter serves as a final formal notice regarding the unpaid balance on your account with [Your Company Name]. Despite previous requests for payment, our records indicate that your balance of [Insert Amount] remains outstanding and is now [Insert Number] days past due.

Please be advised that your account has been escalated for legal review. If the full balance is not received by [Insert Deadline Date], we will have no choice but to initiate formal legal proceedings to recover the debt. This may include:

- Filing a lawsuit in a court of law.
- Seeking a judgment for the full balance plus interest, court costs, and attorney fees.
- Reporting the delinquency to major credit bureaus.

To prevent further escalation and the associated costs of litigation, please remit payment immediately via [Insert Payment Method] or contact our office at [Insert Phone Number] to discuss a settlement or payment plan.

This is your final opportunity to resolve this matter amicably. We look forward to your prompt response.

Sincerely,

[Your Name/Department]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]