

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION

Account Number: [Account Number]

Outstanding Balance: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notice regarding your delinquent account with [Your Company Name]. Despite previous requests for payment, your balance of \$[Amount] remains unpaid and is now [Number] days past due.

We would prefer to resolve this matter amicably. However, please be advised that if we do not receive payment in full or a signed repayment agreement by [Deadline Date], we will have no choice but to escalate this matter to our legal counsel to initiate formal proceedings.

Legal action may result in additional costs for which you may be liable, including court fees, service fees, and interest. This may also impact your credit rating.

To prevent further action, please remit payment immediately via [Payment Method] or contact our office at [Phone Number] to discuss your account.

We look forward to your immediate attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]