

URGENT: NOTICE OF IMPENDING LEGAL ACTION

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

From: [Your Name/Company Name]

Address: [Your Address]

Phone: [Your Phone Number]

RE: NOTICE OF INTENT TO FILE LAWSUIT

Account Number: [Insert Account Number]

Total Amount Due: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notice that despite previous requests for payment, your account remains delinquent in the amount of \$[Insert Amount].

Please be advised that if the full balance is not received by [Insert Deadline Date], we will have no choice but to escalate this matter to our legal counsel to initiate a formal lawsuit against you. This action may result in a court judgment, which could lead to:

- Wage garnishment
- Seizure of bank accounts or assets
- Additional court costs and attorney fees
- Negative impact on your credit report

To prevent further legal proceedings, you must remit payment in full or contact our office at [Your Phone Number] to establish a formal payment arrangement no later than [Insert Time, e.g., 5:00 PM] on the date mentioned above.

Payment should be sent to:

[Company Name]

[Payment Address]

[City, State, Zip]

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]