

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

[Date]

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

**RE: NOTICE OF INTENT TO FILING LAWSUIT - FINAL DEMAND FOR PAYMENT**

Dear [Debtor Name],

This letter serves as formal notice regarding your past due balance in the amount of \$[Amount] for [Invoice Number/Account Number].

Despite numerous attempts to resolve this matter through previous notices dated [Dates of Previous Letters], we have not received the outstanding payment. Your account is now [Number] days past due.

Please be advised that if payment is not received in full by [Deadline Date, e.g., 7 days from today], we will have no choice but to initiate formal legal proceedings against you to recover the debt, plus any applicable interest, late fees, court costs, and legal expenses.

You may prevent litigation by sending a check or money order for the full amount to the address listed above, or by contacting us immediately at [Phone Number] to arrange a wire transfer.

This is your final opportunity to resolve this matter before we proceed with a lawsuit. We strongly urge you to give this matter your immediate attention.

Sincerely,

[Your Signature]

[Your Printed Name]