

DATE: [Current Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE - PAST DUE ACCOUNT

Dear [Debtor Name],

This letter serves as formal notice that your account regarding [Invoice Number/Contract Name] is now severely past due. As of today, the total outstanding balance is \$[Amount Owed].

Despite previous attempts to collect this debt on [List Previous Dates of Contact], we have not received payment or a valid explanation for the delay. Your failure to resolve this matter has left us with no choice but to escalate this issue.

FINAL DEMAND FOR PAYMENT

Please be advised that if the full amount of \$[Amount Owed] is not received by [Deadline Date, e.g., 7-10 days from today], we will immediately initiate legal proceedings against you to recover the debt, plus interest, court costs, and legal fees as permitted by law.

To avoid litigation, please send payment immediately to:

[Your Company Name/Your Name]

[Your Payment Address]

[City, State, Zip Code]

If you wish to discuss a settlement or a payment plan, you must contact us no later than [Deadline Date] at [Your Phone Number].

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]