

## **URGENT: NOTICE OF PENDING LAWSUIT**

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

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

Re: Notice of Intent to File Lawsuit Regarding Past Due Account

Account Number: [Insert Account Number]

Amount Due: \$[Insert Total Amount Owed]

Dear [Debtor Name],

This letter serves as formal notice that your account is severely past due. Despite our previous attempts to resolve this debt through informal means, we have not received the balance owed or a valid payment plan.

Please be advised that if the full balance of \$[Insert Total Amount Owed] is not received by [Insert Deadline Date], we will have no choice but to initiate legal proceedings against you to recover the debt. A lawsuit may result in a court judgment that includes not only the principal balance but also interest, court costs, and reasonable attorney fees.

To prevent this legal action, you must immediately remit payment in full or contact our office at [Insert Phone Number] to discuss a final settlement agreement.

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]

[Your Email Address]