

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: NOTICE OF INTENT TO REQUEST DEFAULT JUDGMENT

Case Number: [Insert Case Number]
Court: [Insert Court Name]

Dear [Recipient Name],

This letter serves as a formal warning regarding the legal proceedings initiated against you on [Date Complaint Was Filed]. To date, our records indicate that you have failed to file a formal response or "Answer" with the court within the legally required timeframe.

Because you have failed to respond to the summons and complaint, you are now in default. Please be advised that we intend to apply to the court for a **Default Judgment** against you on or after [Date].

If a Default Judgment is entered, it may result in:

- A court order requiring you to pay the full amount claimed, plus interest and legal fees.
- Garnishment of your wages.
- Seizure of assets or bank account levies.
- A negative impact on your credit report.

To prevent this action, you must file a written response with the court and provide a copy to our office no later than [Time] on [Date].

If you wish to resolve this matter out of court, please contact us immediately at [Phone Number] to discuss a settlement or payment plan.

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]