

URGENT NOTICE: INTENT TO FILING LAWSUIT

Date: [Insert Date]

Via: [Insert Method, e.g., Certified Mail / Email]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - FINAL NOTICE PRIOR TO LEGAL ACTION

Account/Reference Number: [Insert Number]

Total Amount Due: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as a formal final demand for the immediate payment of the outstanding balance owed to [Your Name / Company Name] in the amount of \$[Insert Amount]. This debt is currently past due as of [Insert Date].

Despite previous attempts to resolve this matter amicably, your account remains unpaid. Please be advised that this is your final opportunity to settle this debt before formal legal proceedings are initiated against you.

REQUIRED ACTION:

To avoid further escalation, you must remit the full payment of \$[Insert Amount] by no later than [Insert Deadline Date, e.g., 7 days from today].

PAYMENT INSTRUCTIONS:

Please make payment via the following method:

[Insert Payment Instructions, e.g., Bank Transfer Details, Online Portal Link, or Mailing Address for Checks]

CONSEQUENCES OF NON-COMPLIANCE:

If payment is not received by the deadline stated above, we will have no choice but to pursue all available legal remedies to recover the debt, which may include:

- Filing a formal lawsuit in a court of competent jurisdiction.
- Seeking the recovery of court costs and filing fees.
- Seeking interest as permitted by law or contract.
- Requesting post-judgment remedies such as wage garnishment or asset seizure.

This letter is a formal notice sent in accordance with applicable laws regarding debt collection and pre-litigation protocols. We strongly urge you to give this matter your immediate attention to avoid the costs and inconvenience of litigation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]