

URGENT: NOTICE OF INTENDED LEGAL ACTION

Date: [Insert Date]

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

Re: Outstanding Balance for Account #[Insert Account Number]

Dear [Debtor Name],

This letter serves as a formal final warning regarding your overdue balance of \$[Insert Amount] which was due on [Insert Original Due Date].

Despite our previous attempts to resolve this matter through [Insert Previous Contact Methods, e.g., letters and phone calls], we have not received the outstanding payment or a proposal for a payment plan. Your account is now [Insert Number] days past due.

Please be advised that if payment is not received in full by [Insert Deadline Date, e.g., 7 days from today], we will have no choice but to escalate this matter to our legal department or an external collection agency to initiate formal legal proceedings.

Legal action may result in:

- Court costs and legal fees added to your debt.
- A judgment registered against you.
- Negative impact on your credit rating.

To prevent this action, please remit payment immediately via [Insert Payment Method/Link] or contact us at [Insert Phone Number] to discuss an immediate settlement.

We look forward to your prompt cooperation to resolve this matter amicably.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Contact Information]