

URGENT: NOTICE OF INTENTION TO COMMENCE LEGAL ACTION

Date: [Insert Date]

Account Number: [Insert Account Number]

Outstanding Balance: [Insert Amount]

To [Customer Name],

Despite previous requests for payment, our records indicate that your telecommunications account remains overdue in the amount of [Insert Amount].

This letter serves as formal notice that if full payment is not received within [Number of Days] days from the date of this letter, we will be forced to escalate this matter to our legal department or a third-party debt collection agency without further notice.

Legal action may result in:

- Additional court costs and legal fees added to your debt.
- A negative impact on your credit rating.
- The formal disconnection of all active services.

How to Pay:

[Insert Payment Method 1, e.g., Online Portal Link]

[Insert Payment Method 2, e.g., Bank Transfer Details]

[Insert Payment Method 3, e.g., Phone Number for Payments]

If you have already made this payment within the last 24 hours, please disregard this notice. If you are experiencing financial hardship, please contact us immediately at [Phone Number] to discuss a payment arrangement.

Sincerely,

[Sender Name/Department]

[Company Name]