

Date: [Insert Date]

VIA CERTIFIED MAIL

TO:

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO LITIGATE - UNPAID TUITION

Dear [Parent/Guardian Name],

This letter serves as formal notice that your account regarding [Student Name]'s tuition at [Name of Institution] is severely delinquent. As of this date, the total outstanding balance is \$[Amount].

Despite previous requests for payment, the balance remains unpaid. Please be advised that if the full amount is not received by [Deadline Date], we will initiate formal legal proceedings against you to recover the debt.

Litigation may result in a court judgment including, but not limited to:

- The full principal amount of unpaid tuition;
- Accrued interest and late fees;
- Court costs and filing fees;
- Reasonable attorney's fees.

To avoid legal action, please remit payment in full or contact our billing office at [Phone Number] immediately to establish a signed payment agreement.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Department]

[Institution Name]