

**DATE:** [Current Date]

**TO:**

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

**FROM:**

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

**RE: NOTICE OF INTENT TO FILE LAWSUIT**

Dear [Debtor Name],

This letter serves as formal notice regarding the unpaid debt you owe to [Your Name/Company Name] in the amount of **\$(Total Amount Owed)**. This balance stems from [Description of Debt, e.g., Invoice #123 / Services Rendered] dated [Original Date of Debt].

Despite previous attempts to collect this payment on [Dates of Previous Contact], the balance remains unpaid. This is your final opportunity to resolve this matter voluntarily before legal action is initiated.

Please remit payment in full by **[Deadline Date, e.g., 10 days from today]**. Payment should be sent to the address listed above via [Accepted Payment Method].

If payment is not received by the date mentioned above, I will have no choice but to file a formal lawsuit in [Name of County] County Court to recover the debt, plus applicable interest, court costs, and legal fees. This action may result in a judgment against you, which can lead to wage garnishment or the seizure of assets.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]