

LETTER BEFORE ACTION

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

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE A LAWSUIT

Dear [Recipient's Name],

This letter serves as a formal demand for payment regarding the outstanding balance of \$[Amount Owed] for [Description of Debt/Services/Goods].

Despite previous requests for payment on [Dates of previous contact], the balance remains unpaid. I am writing to provide you with a final opportunity to resolve this matter before I initiate formal legal proceedings in the Small Claims Court.

To avoid court action, please pay the full amount of \$[Amount Owed] by [Deadline Date, e.g., 14 days from today]. Payment should be made via [Payment Method, e.g., Check, Bank Transfer].

If payment is not received by the aforementioned date, I will file a summons and complaint against you without further notice. Please be advised that in addition to the principal amount, I will seek to recover court costs, filing fees, and interest as permitted by law.

I hope to resolve this matter amicably and look forward to receiving your payment promptly.

Sincerely,

[Your Signature]

[Your Printed Name]