[Your Name/Company Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name/Company Name]
[Recipient Address]

RE: FORMAL NOTICE OF INTENT TO SUE FOR UNPAID CONTRACTOR FEES

Dear [Recipient Name],

This letter serves as formal notice that you are currently in breach of contract regarding the unpaid balance for services rendered at [Project Address/Description].

To date, the total outstanding amount is $[Amount], which was due on [Original Due Date]. Despite previous requests for payment sent on [Dates of Previous Contact], the balance remains unpaid.

The services provided include:
[Briefly list services or link to Invoice #]

Demand is hereby made for the full payment of $[Amount] to be received by my office no later than [Deadline Date, e.g., 10 days from today]. Payment should be made via [Payment Method].

If payment is not received by the aforementioned date, I will have no choice but to initiate formal legal proceedings against you to recover the debt, interest, and any applicable legal fees and court costs. This may also include the filing of a Mechanic's Lien against the property if applicable under state law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]