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

[Date]

[Recipient Name/Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding outstanding contractor services provided by [Your Company Name]. To date, your account remains delinquent despite previous attempts to resolve this matter through standard billing procedures.

Account Details:
Project Location: [Address of work performed]
Invoice Number(s): [List Invoice Numbers]
Original Due Date: [Date]
Total Amount Overdue: $[Amount]

The services provided included: [Briefly list work performed, e.g., electrical wiring, roofing, framing]. These services were completed in accordance with the contract dated [Contract Date].

Failure to receive the full payment of $[Amount] by [Deadline Date, e.g., 7-14 days from now] will leave us with no choice but to escalate this matter. This may include, but is not limited to:

- Commencing a formal lawsuit in small claims or civil court.
- Filing a mechanic's lien against the property (if applicable).
- Reporting the delinquency to credit bureaus.
- Referring the account to a third-party collection agency.

Please be advised that if legal action is required, we will also seek to recover court costs, interest, and reasonable attorney fees as permitted by law or our contract agreement.

Please remit payment immediately to the address listed at the top of this letter. If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]