

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

[Date]

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

RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION FOR DEBT RECOVERY

Dear [Debtor Name],

This letter serves as formal notice regarding the outstanding balance of \$[Amount Owed] currently owed to [Your Name/Company Name] for [Description of Services/Goods/Invoice Numbers].

Despite previous attempts to collect this debt on [List Dates of Previous Contact], we have not received the payment or a valid proposal for a payment plan. As of the date of this letter, your account is [Number] days past due.

Please be advised that if the full amount of \$[Amount Owed] is not received within [Number, e.g., 10] business days from the date of this letter, we will have no choice but to initiate formal legal proceedings against you in [Name of County/Court] to recover the debt.

A lawsuit may result in a judgment against you, which could include:

- The original principal amount owed;
- Accrued interest;
- Court costs and filing fees;
- Attorney's fees (if applicable).

We would prefer to resolve this matter out of court. To avoid further action, please remit payment immediately via [Accepted Payment Method] or contact our office at [Your Phone Number] to discuss an immediate settlement.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]