

**Date:** [Insert 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 FOR UNRESOLVED DEBT**

Dear [Debtor Name],

This letter serves as formal notice regarding the outstanding debt you owe to [Your Name/Company Name] in the amount of \$[Total Amount Owed].

Despite previous attempts to collect this balance, the debt remains unpaid. This account is now severely past due. The balance consists of the following:

- Principal Amount: \$[Amount]
- Interest/Late Fees: \$[Amount]
- **Total Due: \$[Total Amount]**

Please be advised that if payment is not received in full, or a formal payment arrangement is not reached by [Deadline Date - e.g., 10 days from today], I will have no choice but to initiate legal proceedings against you in [Name of County/Court] to recover the debt, plus court costs and applicable legal fees.

To prevent the filing of a lawsuit, please send payment immediately to the address listed above or contact me at [Your Phone Number] to resolve this matter.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]