

URGENT: NOTICE OF PENDING LEGAL ACTION

Date: [Insert Date]

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

Re: Unpaid Account #[Account Number]

Dear [Debtor Name],

This letter serves as formal notice regarding your overdue balance in the amount of \$[Amount Owed]. Despite our previous attempts to resolve this matter, our records indicate that your account remains unpaid.

Please be advised that if the full payment is not received by [Deadline Date], we will be forced to escalate this matter to our legal department or a third-party collection agency. This may result in a formal lawsuit filed against you to recover the debt, including interest, court costs, and legal fees where applicable.

To prevent legal action, please submit your payment immediately via one of the following methods:

- [Payment Method 1]
- [Payment Method 2]
- [Online Payment Link]

If you have already sent payment or wish to discuss a payment arrangement, please contact us immediately at [Phone Number] or [Email Address].

Governing your actions accordingly.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Contact Information]