

DATE: [Current Date]

SENT VIA: [Certified Mail / Process Server]

RE: NOTICE OF INTENT TO FILE LAWSUIT / FORMAL DEMAND FOR PAYMENT

TO:

[Debtor Name / Registered Agent]

[Company Name]

[Address Line 1]

[Address Line 2]

FROM:

[Your Name / Law Firm Name]

[Your Company Name]

[Your Address]

[Phone Number]

RE: DELINQUENT ACCOUNT: [Account Number or Invoice Numbers]

Dear [Name of Debtor Representative],

This office represents [Creditor Name] regarding the outstanding debt owed by [Debtor Company Name] in the amount of \$[Total Amount Owed].

Despite previous demands for payment sent on [Dates of Previous Notices], the balance remains unpaid. This letter serves as formal notice that unless full payment is received or a formal repayment agreement is executed within [Number, e.g., 7 or 10] business days from the date of this letter, we have been instructed to initiate legal proceedings against you in [Name of County/State] court.

A lawsuit will seek the recovery of:

- The principal balance of \$[Amount];
- Accrued interest at the rate of [Percentage]%;
- Reasonable attorney's fees;
- Court costs and service of process fees.

Please remit payment in the form of a certified check or wire transfer made payable to "[Payee Name]" and deliver it to the address listed above.

If you wish to resolve this matter without the necessity of litigation, you must contact our office immediately at [Phone Number].

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]