

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Dear [Debtor Name],

This letter serves as a formal demand for payment regarding the outstanding balance of **[\$[Amount Owed]]**. This debt is related to [Invoice Number / Contract Reference] dated [Date of Debt].

Despite previous requests for payment, our records indicate that this balance remains unpaid and is now [Number] days past due.

Please be advised that if payment is not received in full by **[Deadline Date, e.g., 7 or 14 days from today]**, we will be forced to take formal legal action to recover the debt. This may include filing a lawsuit, which could result in additional costs for which you may be liable, including:

- Court filing fees
- Legal representation costs
- Accrued interest

You can settle this matter immediately by sending payment to:

[Payment Instructions: Bank Details, Check Payable To, or Online Link]

If you have already made this payment, please disregard this notice and provide proof of payment. If you wish to discuss a repayment plan, please contact us immediately at [Phone Number].

We hope to resolve this matter without the need for litigation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]