

Date: [Insert Date]

To:

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

From:

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

RE: NOTICE OF INTENT TO FILE LEGAL ACTION

Account Number: [Insert Account Number]

Total Balance Due: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notice that your account is seriously past due. Despite previous attempts to contact you regarding the outstanding balance of \$[Insert Amount], we have not received payment or a satisfactory proposal for repayment.

Please be advised that if the full amount is not received by [Insert Deadline Date, e.g., 10 days from today], we will have no choice but to escalate this matter to our legal department to initiate a formal lawsuit against you.

Legal action may result in a court judgment that includes:

- The original principal balance;
- Accrued interest;
- Court costs and filing fees;
- Attorney fees (if applicable).

A judgment may also allow for the garnishment of wages, the attachment of bank accounts, or the placement of liens against your property.

You may avoid legal action by contacting us immediately at [Insert Phone Number] to pay the balance in full or to arrange a formal payment plan. We are prepared to discuss a settlement if reached before the deadline mentioned above.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]