

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

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

RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION

Dear [Debtor Name],

This letter serves as a formal warning regarding your outstanding balance of \$[Amount] for [Invoice Number/Account Number], which was due on [Original Due Date].

Despite our previous attempts to resolve this matter through [mention previous notices, e.g., emails and phone calls], we have not received the full payment or a response regarding your intentions to settle this debt.

Please be advised that if payment is not received in full by [Deadline Date, e.g., 7 days from today], we will be forced to take further action to recover the debt. This may include:

- Referring your account to a professional debt collection agency.
- Commencing formal legal proceedings against you in court.
- Reporting the delinquency to major credit bureaus.

Legal action may result in additional costs for which you will be held responsible, including court fees, interest, and legal expenses.

To avoid these consequences, please submit your payment immediately via [Payment Method, e.g., bank transfer, online portal, or check].

If you have already sent the payment, please disregard this letter. If you wish to discuss a payment plan, contact us immediately at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]