

## **URGENT: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS**

Date: [Insert Date]

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

Re: [Insert Subject, e.g., Unpaid Invoice #123 / Breach of Contract]

Dear [Recipient Name],

This letter serves as formal notice regarding your failure to [describe the issue, e.g., pay the outstanding balance of \$0.00 / fulfill the terms of the agreement dated Date].

Despite previous attempts to resolve this matter on [List dates of previous contact], the issue remains unresolved. Your current balance/default is in the amount of [Insert Amount, if applicable].

Demand is hereby made for you to [describe required action, e.g., settle the full amount / remedy the breach] by no later than [Insert Deadline Date].

If we do not receive [payment/compliance] or a satisfactory response by the date specified above, we will have no choice but to initiate formal legal action against you. This may include filing a lawsuit to recover the full amount owed, plus interest, court costs, and legal fees, as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Company Name]  
[Your Phone Number]