NOTICE OF INTENT TO LITIGATE

Date: [Insert Date]

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

RE: NOTICE OF FINAL DEMAND BEFORE LEGAL ACTION
Creditor: [Original Creditor Name]
Account Number: [Account Number]
Amount Due: $[Total Amount Due]

To [Contact Person Name/Debtor Name],

Please be advised that [Agency Name] has been authorized by our client, [Original Creditor Name], to initiate formal legal proceedings against your company to recover the outstanding debt mentioned above.

Despite our previous attempts to resolve this matter through amicable collection efforts, the balance of $[Total Amount Due] remains unpaid and is now severely delinquent. We have exhausted our internal collection processes, and your account has been flagged for legal review.

FINAL OPPORTUNITY TO SETTLE

If full payment is not received in our office by [Deadline Date - e.g., 5:00 PM on Friday, Month Day, Year], we will recommend that our client forward this file to legal counsel to file a lawsuit against you. A judgment against your company may include:

- The full principal balance.
- Accrued interest.
- Court costs and filing fees.
- Reasonable attorney's fees (if applicable by contract or law).

Payment should be made immediately via [Insert Payment Method: Wire Transfer/Online Portal/Check Address].

This is a formal communication from a debt collector. This is an attempt to collect a debt and any information obtained will be used for that purpose.

Governing your actions accordingly,

[Your Name/Signature]
[Title]
[Agency Name]

[Phone Number]
[Email Address]