

FORMAL NOTICE: INTENT TO FILE LAWSUIT

Date: [Insert Date]

TO:

[Debtor Name]

[Debtor Business Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

RE: Notice of Intent to Initiate Legal Action for Unpaid Debt

Dear [Debtor Name/Contact Person],

This letter serves as formal notice regarding your outstanding balance with [Your Company Name] in the amount of \$[Total Amount Owed]. Despite our previous attempts to resolve this matter through invoices and collection notices sent on [List Dates of Previous Notices], the balance remains unpaid.

The debt is associated with the following:

- Invoice Number(s): [Insert Numbers]
- Date(s) of Service/Sale: [Insert Dates]
- Description of Goods/Services: [Insert Description]

Take notice that if payment is not received in full, or a mutually agreed-upon payment plan is not established, within [Number of Days, e.g., 7 or 10] business days from the date of this letter, we will immediately commence legal proceedings against [Debtor Business Name] without further notice.

Should a lawsuit be filed, we will seek to recover the full principal amount, plus any applicable interest, late fees, court costs, and attorney fees as permitted by law and our contract terms.

Please remit payment immediately to the following address:

[Your Company Name]

[Payment Address]

[City, State, Zip Code]

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]