

URGENT NOTICE: INTENT TO INITIATE LEGAL PROCEEDINGS

Date: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Your Company Name]

[Your Address]

[Your Contact Information]

RE: NOTICE OF DELINQUENT ACCOUNT - [Account Number / Invoice Number]

Dear [Contact Person Name],

Despite our previous attempts to resolve the outstanding balance on your account, our records indicate that the amount of \$[Total Amount Owed] remains unpaid. This balance is now [Number] days past due.

This letter serves as formal notice that unless payment is received in full within [Number, e.g., 7 or 10] business days from the date of this letter, [Your Company Name] will be forced to take immediate legal action to recover the debt.

Legal action may result in the following:

- A formal lawsuit filed against your company;
- Liability for additional court costs and legal fees;
- Accrual of interest as permitted by law or contract;
- Potential impact on your corporate credit rating.

To avoid litigation, please remit payment immediately via [Payment Method, e.g., Check, Wire Transfer, Online Portal].

If you have already sent payment, please disregard this notice. Otherwise, we expect your immediate attention to this matter to avoid further escalation.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]