FINAL NOTICE AND INTENT TO SUE

Date: [Date]
To: [Debtor Business Name]
Address: [Debtor Business Address]
Attn: Accounts Payable / Legal Department

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

Dear [Contact Name or Business Principal],

This letter serves as formal notification that your account is now severely past due. Despite our numerous attempts to contact you via [Phone/Email/Mail] regarding the outstanding balance of $[Total Amount Owed], the debt remains unpaid.

Please be advised that this is your **FINAL NOTICE**. If full payment is not received, or a formal repayment agreement is not executed by [Deadline Date, e.g., 7 days from today], we will immediately proceed with the following actions:

- Commencement of a formal civil lawsuit to recover the principal amount, plus applicable interest and late fees.
- Seeking the recovery of all legal costs, court fees, and attorney fees as permitted by our contract and/or governing law.
- Reporting the delinquency to relevant commercial credit reporting agencies.

To prevent litigation, please remit payment in full to the following address:

[Your Business Name]
[Payment Mailing Address]
[Payment Phone Number/Link]

We strongly urge you to resolve this matter immediately to avoid the additional expense and public record of a lawsuit.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]