[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Debtor Company Name]
[Debtor Address]
[City, State, Zip Code]

RE: FORMAL INTENT TO INITIATE LEGAL PROCEEDINGS

Dear [Contact Person Name],

This letter serves as formal notice regarding the outstanding commercial debt owed to [Your Company Name] in the amount of $[Total Amount Owed].

Despite previous requests for payment dated [List dates of previous notices], our records indicate that the balance remains unpaid. The debt relates to the following invoices:

- Invoice #[Number] - Date: [Date] - Amount: $[Amount]
- Invoice #[Number] - Date: [Date] - Amount: $[Amount]

Please consider this a **Final Demand for Payment**. If the total balance of $[Total Amount Owed] is not received in full within [Number, e.g., 10] business days of the date of this letter, we will be forced to take immediate legal action to recover the debt.

Legal action may result in a lawsuit filed against [Debtor Company Name] for the principal amount, plus accrued interest, late fees, court costs, and legal fees as permitted by law and our contract terms.

Payment should be made via [Payment Method, e.g., Wire Transfer/Check] to the following account:

[Account Name]
[Bank Name]
[Account/Routing Number]

If you wish to resolve this matter without litigation, please contact [Contact Name] immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]