

DATE: [Insert Date]

SENT VIA: [Insert Method, e.g., Certified Mail/Email]

RE: NOTICE OF INTENT TO FILE LAWSUIT FOR UNPAID DEBT

TO:

[Name of Registered Agent or Officer]

[Name of Debtor Corporation]

[Company Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

To the Board of Directors/Management of [Name of Debtor Corporation],

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

Despite previous demands for payment sent on [Dates of Previous Notices], the aforementioned debt remains unpaid. This balance is associated with [Invoice Numbers or Contract Reference] dated [Date of Original Debt].

FINAL DEMAND:

Please be advised that if the full balance is not received by [Insert Deadline Date, e.g., 10 days from today], we will immediately commence legal action against [Name of Debtor Corporation] to recover the principal amount, plus applicable interest, late fees, court costs, and legal attorney fees.

Payment should be remitted to the following address:

[Your Payment Address/Details]

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]