LAW OFFICES OF [ATTORNEY NAME]
[Law Firm Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION

Creditor: [Name of Client/Company]
Debtor: [Name of Debtor]
Account Number: [Account Number]
Total Balance Due: $[Amount]

Dear [Debtor Name],

Please be advised that this office represents [Name of Creditor] regarding your past-due account. Despite previous demands for payment, the balance of $[Amount] remains unpaid.

This letter serves as formal notice of our intent to file a lawsuit against you in the [Name of Court] to recover the full amount owed, plus applicable interest, court costs, and attorney fees, as permitted by law.

To avoid the commencement of legal proceedings, you must remit the full balance of $[Amount] to this office within [Number] days from the date of this letter. Payments should be made payable to "[Name of Payee]" and mailed to the address listed above.

If you wish to discuss a settlement or a structured payment plan, you must contact our office immediately at [Phone Number].

If we do not receive payment or a satisfactory response by [Deadline Date], we will proceed with all available legal remedies without further notice to you.

Govern yourself accordingly.

Sincerely,

[Attorney Signature]

[Attorney Name]
[Law Firm Name]

This communication is from a debt collector. This is an attempt to collect a debt and any information obtained will be used for that purpose.