

URGENT NOTICE: INTENT TO LITIGATE

Date: [Insert Date]

From:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: Notice of Intent to File Lawsuit - Account #[Insert Account Number]

Dear [Debtor Name],

This letter serves as formal notice that despite our previous attempts to collect the outstanding balance on your account, your debt remains unpaid. As of [Insert Date], the total amount due is \$[Insert Amount].

This is your final opportunity to resolve this matter voluntarily. If full payment is not received or a formal payment arrangement is not established by [Insert Deadline Date, e.g., 10 days from date of letter], we will have no choice but to initiate formal legal proceedings against you to recover the debt.

If a lawsuit is filed, we will seek the following:

- The full principal balance of \$[Insert Amount].
- Accrued interest to the maximum extent allowed by law.
- All applicable court costs and filing fees.
- Attorney fees (if applicable).

Legal action may result in a court judgment that allows for the garnishment of your wages, the attachment of your bank accounts, or the placement of liens against your property. This action may also negatively impact your credit rating.

Please remit payment in full to the address listed above or contact our office at [Insert Phone Number] immediately to discuss settlement options.

Govern yourself accordingly.

Sincerely,

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