

URGENT NOTICE: INTENT TO INITIATE LEGAL PROCEEDINGS

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[Phone Number]

RE: Notice of Delinquent Account - Account No: [Account Number]

Dear [Debtor Name],

This letter serves as formal notice that your account is seriously past due. Despite previous attempts to contact you regarding your outstanding balance of \$[Total Amount Owed], the debt remains unpaid.

Please be advised that this is your final opportunity to resolve this matter voluntarily before we take formal legal action. If payment is not received in full by [Insert Date - e.g., 7 or 14 days from today], we will refer this matter to our legal counsel to initiate a lawsuit for the recovery of the debt, plus any applicable interest, court costs, and legal fees.

Payment Instructions:

Please submit the total amount of \$[Total Amount Owed] via [Payment Method: e.g., Check, Bank Transfer, Online Portal] to the following address:

[Your Payment Address/Details]

If you believe this debt is in error or wish to discuss a payment arrangement, you must contact us immediately at [Phone Number] or [Email Address] before the deadline stated above.

We strongly urge you to give this matter your immediate attention to avoid the costs and inconvenience of litigation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]