

[Your Company Name/Your Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Collection Agency Name]
[Contact Person, if known]
[Address Line 1]
[Address Line 2]

RE: FORMAL LETTER OF INTENT TO SUE

Account Reference Number: [Account Number]
Original Debtor: [Contractor/Company Name]
Total Amount Owed: \$[Dollar Amount]

To [Contact Person or Collections Department],

This letter serves as formal notice of my intent to file a lawsuit against [Collection Agency Name] and/or your client, [Contractor/Company Name], due to the failure to remit payment for outstanding arrears totaling \$[Amount] for services rendered between [Start Date] and [End Date].

Despite previous attempts to resolve this matter through your agency, the debt remains unpaid. Please be advised that if the full balance is not received by [Deadline Date, e.g., 10 days from today], I will initiate legal proceedings in [Name of County/State] court without further notice.

The legal action will seek the full principal amount, plus:

- Accrued interest as permitted by law;
- Reasonable attorney's fees;
- Court costs and filing fees.

If you wish to settle this matter and avoid litigation, please ensure that a certified check or wire transfer for the full amount is delivered to my office by the aforementioned deadline.

Govern yourselves accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]