

**Date:** [Insert Date]

**TO:**

[Client Name / Company Name]

[Client Address]

[City, State, Zip Code]

**FROM:**

[Your Name / Business Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

**RE: FORMAL NOTICE OF INTENT TO LITIGATE**

Dear [Client Contact Name],

This letter serves as a formal final demand for payment regarding freelance services provided under the contract/agreement dated [Contract Date] for [Project Name/Description].

Despite previous reminders sent on [Dates of Previous Notices], your account remains delinquent. As of today, the total outstanding balance is \$[Total Amount Due], which includes the principal amount of \$[Invoice Amount] plus [Interest/Late Fees if applicable].

Detailed Invoice Information:

Invoice Number: [Number]

Due Date: [Date]

Please be advised that if payment is not received in full by [Deadline Date, e.g., 7 days from today], I will be forced to take immediate legal action to recover the debt. This may include filing a lawsuit in Small Claims Court or pursuing a formal civil complaint.

Legal action may result in further costs for which you will be held liable, including but not limited to court filing fees, process server fees, and reasonable attorney fees, as well as potential impacts on your credit rating.

You may remit payment via [Payment Method: e.g., PayPal, Bank Transfer, Check] to avoid litigation.

I trust that this matter can be resolved promptly and without the need for court intervention.

Sincerely,

[Your Signature]

[Your Printed Name]