

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Client Name / Company Name]  
[Recipient Name, if known]  
[Client Address]

## **RE: NOTICE OF INTENT TO FILE SUIT FOR UNPAID INVOICES**

Dear [Recipient Name],

This letter serves as a final formal demand for payment regarding outstanding freelance services provided to [Client Name]. To date, the following invoices remain unpaid despite previous requests for payment:

- Invoice #[001] - Date: [Date] - Amount: \$[0.00]
- Invoice #[002] - Date: [Date] - Amount: \$[0.00]
- **Total Balance Due: \$[0.00]**

Please be advised that if the total balance of \$[Total Amount] is not received in full by [Deadline Date, e.g., 10 days from today], I will be forced to initiate formal legal proceedings against you in [Name of County/State] Small Claims Court without further notice.

Legal action will include a claim for the principal amount due, plus applicable late fees, interest, and court costs as permitted by law and our service agreement.

I would prefer to resolve this matter amicably. Please remit payment via [Payment Method, e.g., PayPal, Bank Transfer, Check] immediately to avoid litigation.

Sincerely,

[Your Signature]  
[Your Printed Name]