

Date: [Date]

TO:

[Client Name/Company Name]

[Client Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

RE: NOTICE OF INTENT TO FILE A LAWSUIT FOR UNPAID INVOICES

Dear [Client Name],

This letter serves as formal notice regarding the outstanding balance owed for contracting services provided under the agreement dated [Contract Date].

As of today, the following invoices remain unpaid and are past due:

- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]

Total Amount Owed: \$[Total Amount]

Despite previous payment reminders sent on [Dates of reminders], we have not received the funds or a valid explanation for the delay. This letter constitutes a final demand for payment in full.

Please be advised that if the total amount of \$[Total Amount] is not received by [Deadline Date, e.g., 10 days from today], I will have no choice but to initiate legal proceedings against you to recover the debt. This may include claims for the principal amount, interest, late fees, court costs, and legal fees as permitted by law.

Payment should be made via [Payment Method, e.g., Check/Wire Transfer/Online Portal].

I hope to resolve this matter amicably and avoid the necessity of litigation. I look forward to receiving your payment immediately.

Sincerely,

[Your Signature]

[Your Printed Name]