

DATE: [Date]

TO:

[Contractor Name]

[Contractor Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION

Dear [Contractor Name],

This letter serves as formal notice regarding your delinquent account for services/materials provided under contract [Contract Number/Project Name].

Despite our previous attempts to resolve this matter on [List Dates of Previous Contact], your balance of \$[Amount Owed] remains unpaid and is now [Number] days past due.

Please be advised that if payment is not received in full by [Deadline Date], we will have no choice but to escalate this matter to our legal counsel to initiate formal proceedings. This may include, but is not limited to:

- Filing a lawsuit for breach of contract.
- Filing a Mechanic's Lien against the property (if applicable).
- Reporting the delinquency to relevant credit bureaus and licensing boards.

You may avoid legal action by remitting the total amount owed via [Payment Method] to the address listed below before the aforementioned deadline.

We strongly urge you to resolve this matter immediately to avoid the additional costs of litigation, attorney fees, and interest for which you may be held liable.

Sincerely,

[Your Name/Company Representative]

[Your Company Name]

[Your Phone Number]

[Your Email Address]