

DATE: [Insert Date]

TO:

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

FROM:

[Company Name / Legal Department]
[Company Address]
[City, State, Zip Code]
[Phone Number]

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Account Number: [Insert Account Number]

Total Amount Overdue: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notice regarding your outstanding telecommunication arrears for services provided by [Company Name]. Despite previous requests for payment, your account remains seriously delinquent.

The total balance of \$[Insert Amount] is currently due. This amount includes your unpaid service charges, late fees, and administrative costs accumulated as of [Date].

FINAL DEMAND FOR PAYMENT

Please be advised that if we do not receive the full payment or a signed repayment agreement by [Insert Deadline Date, e.g., 7 days from today], we will initiate formal legal action against you to recover the debt.

Legal proceedings may result in a court judgment against you, which may include:

- The original debt amount.
- Accrued interest.
- Court costs and legal fees.
- Negative impact on your credit rating.

You may settle this matter immediately by paying via [Insert Payment Method: Online Portal/Phone/Bank Transfer].

If you have already made this payment or wish to discuss a settlement plan, contact our billing department immediately at [Phone Number].

Govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]