

DATE: [Current Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO LITIGATE - DELINQUENT ACCOUNT

Dear [Debtor Name],

This letter serves as formal notice that your account regarding unpaid utility and telephony services is currently severely past due. Despite previous attempts to collect the balance, our records indicate an outstanding amount of **[\$[Amount Owed]]**.

The balance consists of the following:

- Utility Account Number: [Account Number]
- Telephony/Data Account Number: [Account Number]
- Principal Amount: **[\$[Amount]]**
- Accrued Interest/Late Fees: **[\$[Amount]]**

FINAL DEMAND FOR PAYMENT

Please be advised that if the total balance is not paid in full or a formal payment arrangement is not reached by [Deadline Date, e.g., 10 days from today], we will initiate formal legal proceedings against you without further notice.

If litigation is initiated, we will seek to recover:

1. The full principal balance;
2. All applicable interest and late penalties;
3. Court costs and filing fees;
4. Attorney's fees (where applicable by law).

A lawsuit may result in a court judgment allowing for the garnishment of wages, the attachment of bank accounts, or the placement of liens against your property. This action may also negatively impact your credit rating.

To prevent legal action, please remit payment immediately to:

[Company Name]

[Payment Address]

[Phone Number]

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Name/Authorized Representative]

[Title]

[Company Name]