

Date: [Date]

Account Number: [Account Number]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Utility Company Name]

[Legal/Collections Department]

[Address]

[Phone Number]

NOTICE OF INTENT TO FILE SUIT

This letter serves as formal notice regarding your delinquent utility account balance of **\$[Amount Owed]**. Despite previous attempts to collect this debt, our records indicate that your balance remains unpaid.

Please be advised that unless payment is received in full or an acceptable payment arrangement is established by **[Deadline Date]**, we intend to initiate legal proceedings against you in a court of law to recover the total amount due, plus any applicable interest, court costs, and legal fees.

A lawsuit may result in a judgment against you, which could lead to:

- Garnishment of wages
- Seizure of bank account funds
- Liens against your property
- A negative impact on your credit report

To prevent further legal action, you must immediately contact our collections office at [Phone Number] or remit payment to the address listed above.

If you have already sent payment or believe this notice was sent in error, please contact us immediately to provide proof of payment.

Sincerely,

[Name/Signature]

[Title]

[Utility Company Name]