

DATE: [Current Date]

TO:

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

RE: NOTICE OF INTENT TO SUE - DELINQUENT UTILITY ACCOUNT

Account Number: [Account Number]
Total Amount Due: \$[Amount]

Dear [Customer Name],

This letter serves as formal notice that your utility account is severely past due. Despite previous payment requests and late notices, our records indicate an outstanding balance of \$[Amount] remains unpaid since [Date of Last Payment or Due Date].

Please be advised that if the total balance is not paid in full within [Number, e.g., 10] days from the date of this letter, we will initiate legal proceedings against you in [Name of County/Court] to recover the debt. This may include, but is not limited to, a lawsuit for the principal amount, accrued interest, court costs, and reasonable attorney fees.

A judgment against you may result in the garnishment of your wages, the attachment of your bank accounts, or liens placed against your property. This action may also negatively impact your credit rating.

To avoid legal action, please remit payment immediately to the address listed below or contact our office at [Phone Number] to discuss a formal payment arrangement.

Remit Payment To:

[Company Name]
[Payment Address]
[City, State, Zip Code]

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Department]
[Company Name]