

URGENT: PRE-LITIGATION NOTICE

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Account Number: [Insert Account Number]

Outstanding Balance: [Insert Total Amount Owed]

Dear [Debtor Name],

This letter serves as a formal final warning regarding your outstanding debt for telecommunication services provided by [Company Name]. Despite previous notices, your account remains significantly past due.

As of this date, your total balance is [Insert Amount], which includes [List any late fees or interest if applicable].

Please be advised that if payment is not received in full within [Insert Number, e.g., 7 or 14] days from the date of this letter, we will have no choice but to escalate this matter to our legal department. This may result in the following actions:

- Commencement of a formal civil lawsuit to recover the debt.
- Reporting of this default to major credit reporting agencies.
- Responsibility for additional costs, including attorney fees and court costs, as permitted by law.

You may settle this balance immediately by using one of the following methods:

- Online: [Insert Payment URL]
- Phone: [Insert Payment Phone Number]
- Mail: [Insert Mailing Address for Checks]

If you believe this amount is incorrect or if you have already made this payment, please contact our collections department immediately at [Insert Phone Number] to provide proof of payment.

Govern yourself accordingly.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]