

FORMAL DEMAND FOR PAYMENT

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

TO:

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

RE: Notice of Intent to File Suit - Unpaid Broadband and Utility Services

Dear [Debtor Name],

This letter serves as a formal demand for payment regarding outstanding balances owed for broadband and utility services provided to [Service Address] under Account Number [Account Number].

As of [Current Date], your account is past due in the amount of **[\$Total Amount Owed]**. This total includes the following unpaid invoices:

- Invoice #[Number] - [Date] - \$[Amount]
- Invoice #[Number] - [Date] - \$[Amount]
- Late Fees/Interest: \$[Amount]

Despite previous notifications, we have not received the required payment. Please be advised that this is a **pre-suit demand**. If the total balance is not paid in full within [Number, e.g., 10 or 14] days from the date of this letter, we will be forced to take immediate legal action to recover the debt.

Legal proceedings may result in a court judgment against you, which may include the principal balance, accrued interest, court costs, and reasonable attorney's fees. Furthermore, a legal judgment may negatively impact your credit rating.

Please remit payment immediately via [Payment Method, e.g., Check, Online Portal, or Wire Transfer].

If you believe this amount is in error or if you wish to discuss a payment arrangement, please contact us immediately at [Phone Number] or [Email Address].

Governing yourself accordingly,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]