DATE: [Insert Date]

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

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Account Number: [Insert Account Number]
Total Arrears: [Insert Total Amount Due]

Dear [Customer Name],

Our records indicate that your telecommunications account remains severely past due. Despite previous reminders, the outstanding balance of [Insert Amount] remains unpaid.

This letter serves as a formal demand for payment. You are required to settle the full balance or contact our office to establish a formal payment plan within [Number of Days, e.g., 7] days from the date of this letter.

Failure to respond will result in the following actions:

- Permanent disconnection of all services.
- Referral of this account to a third-party debt collection agency.
- Reporting of this default to national credit bureaus, which may impact your credit rating.
- Commencement of legal action to recover the debt, including court costs and legal fees.

Please make payment immediately via [Insert Payment Method/Link] to avoid further escalation. If you have already made this payment, please provide proof of transfer to our billing department at [Insert Email/Phone].

Govern yourself accordingly.

Sincerely,

[Your Name/Department]
[Company Name]
[Phone Number]
[Email Address]