

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

[Current Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: FORMAL NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS**

Account Number: [Account Number]

Original Creditor: [Original Creditor Name]

Current Balance Due: \$[Total Amount Owed]

Dear [Debtor Name],

This letter serves as formal notice that your personal loan agreement regarding the above-referenced account is in default. Despite previous attempts to resolve this matter, the balance remains unpaid.

Please be advised that [Collection Agency Name] intends to file a lawsuit against you in the appropriate court of law to recover the full outstanding balance, plus applicable interest, court costs, and legal fees, if payment is not received immediately.

To prevent legal action, you must take one of the following actions within [Number, e.g., 10] business days from the date of this letter:

- Pay the full outstanding balance of \$[Total Amount Owed].
- Contact our office at [Phone Number] to establish an approved formal payment arrangement.

If you fail to respond or remit payment by [Deadline Date], we will proceed with a summons and complaint without further notice. A judgment against you may result in the garnishment of wages, seizure of personal property, or liens placed against your real estate assets.

Govern yourself accordingly.

Sincerely,

[Your Name/Authorized Representative]

[Collection Agency Name]

[Phone Number]

*This is an attempt to collect a debt. Any information obtained will be used for that purpose.*