

Date: [Current Date]

TO:

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

FROM:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]

RE: NOTICE OF INTENT TO FILE LAWSUIT

Dear [Debtor Name],

This letter serves as formal notice regarding the unpaid personal loan provided to you on [Date Loan was Made] in the original amount of \$[Original Amount].

As of the date of this letter, your account is seriously past due. Despite previous requests for payment, the outstanding balance of \$[Total Amount Owed] remains unpaid. This balance includes the principal amount plus any agreed-upon interest and late fees.

FINAL DEMAND FOR PAYMENT:

I am providing you with a final opportunity to resolve this debt voluntarily. Please remit the full payment of \$[Total Amount Owed] by [Deadline Date, e.g., 10 days from today].

Failure to receive payment or a signed settlement agreement by the date mentioned above will result in the immediate commencement of legal proceedings against you without further notice. If a lawsuit is filed, I will seek the following through the court:

- The full principal balance owed;
- Accrued interest;
- Court costs and filing fees;
- Attorney fees (if applicable).

Legal action may result in a judgment that allows for the garnishment of your wages, the seizure of assets, or a lien against your property. This may also negatively impact your credit rating.

Please make payment via [Payment Method, e.g., Certified Check, Wire Transfer] to the address listed above.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]