

Date: [Current Date]

TO:

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

FROM:

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

RE: FINAL DEMAND FOR PAYMENT - NOTICE OF INTENT TO FILE LAWSUIT

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your personal loan agreement dated [Date of Loan Agreement] in the original amount of \$[Original Loan Amount].

As of today, your account is past due in the amount of \$[Total Amount Owed], which includes the remaining principal balance of \$[Principal Amount] and accrued interest/late fees of \$[Interest/Fees].

Despite previous attempts to resolve this matter, the balance remains unpaid. This is your **FINAL DEMAND** for payment in full. If the total amount of \$[Total Amount Owed] is not received by [Deadline Date, e.g., 10 days from today], I will have no choice but to immediately initiate legal proceedings against you to recover the debt.

A lawsuit may result in a court judgment against you, which could lead to:

- Garnishment of your wages;
- Seizure of assets or bank accounts;
- Responsibility for my legal fees, court costs, and additional interest;
- Negative impact on your credit report.

Please remit payment in full to the address listed above or contact me at [Phone Number] immediately to discuss a settlement. If I do not hear from you by the aforementioned deadline, I will proceed with legal action without further notice.

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]