

## FINAL NOTICE AND INTENT TO SUE

Date: [Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Re: Default on Promissory Note dated [Date of Note] in the original amount of \$[Amount]

Dear [Debtor Name],

This letter serves as formal notice that you are in default of your obligations under the Promissory Note signed on [Date of Note]. As of the date of this letter, you have failed to make the required payments.

The total outstanding balance currently due is \$[Total Amount Due], which includes the principal amount of \$[Principal], accrued interest of \$[Interest], and late fees of \$[Fees].

Despite previous requests for payment, the balance remains unpaid. This is your **FINAL NOTICE**. You are hereby requested to remit the full amount of \$[Total Amount Due] to the address listed above no later than [Deadline Date, e.g., 10 days from receipt].

Failure to receive payment by the aforementioned date will result in immediate legal action against you to recover the full debt, plus court costs, interest, and reasonable attorney fees as permitted by law. No further warnings will be provided before a summons and complaint are filed in a court of competent jurisdiction.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]