

URGENT LEGAL MATTER: NOTICE OF INTENT TO FILE LAWSUIT

Date: [Insert Date]

TO:

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

FROM:

[Lender/Law Firm Name]
[Address]
[Phone Number]

RE: Defaulted Personal Loan - Account Number: [Account Number]

Dear [Borrower Name],

This letter serves as formal notice that your personal loan account is currently in default. Despite previous attempts to collect the outstanding balance, our records indicate that your account remains unpaid in the amount of \$[Total Balance Due].

Please be advised that we are prepared to initiate a formal lawsuit against you in the [Name of County] court system to recover the full debt, plus applicable interest, late fees, attorney fees, and court costs. A legal judgment against you may result in the garnishment of your wages, the attachment of your bank accounts, or liens placed against your personal property.

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

- Pay the full outstanding balance of \$[Amount].
- Contact our office at [Phone Number] to establish a formal repayment agreement.

If we do not receive payment or hear from you by [Deadline Date], we will have no choice but to proceed with legal action without further notice to you.

Govern yourself accordingly.

Sincerely,

[Your Name/Representative Name]
[Title]
[Company/Law Firm Name]