

URGENT: NOTICE OF INTENT TO COMMENCE LEGAL PROCEEDINGS

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Default on Payment Arrangement - Account #[Account Number]

Dear [Debtor Name],

This letter serves as formal notice that you are in breach of the payment arrangement agreed upon on [Date Agreement Was Made]. As of the date of this letter, you have failed to make the scheduled payment due on [Date Payment Was Missed] in the amount of \$[Amount Due].

Despite our previous efforts to resolve this matter amicably, the total outstanding balance of \$[Total Balance Owed] remains unpaid. Due to this breach of contract, the previously agreed-upon installment plan is now void.

Required Action:

To prevent further legal action, you are required to pay the full outstanding balance of \$[Total Balance Owed] by [Deadline Date, e.g., 7 days from now].

Payments can be made via [Payment Method: e.g., Bank Transfer, Online Portal, Check].

Consequences of Non-Payment:

If payment is not received in full by the date specified above, we will have no alternative but to escalate this matter to our legal department or a third-party collection agency. This may result in:

- Commencement of a formal lawsuit to recover the debt.
- Claims for interest, court costs, and legal fees.
- A negative impact on your credit rating.

We strongly urge you to settle this debt immediately to avoid the additional costs and stress of litigation.

Yours sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]