

Date: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF IMPENDING LEGAL REVIEW - PAST DUE ACCOUNT

Dear [Debtor Name],

This letter serves as formal notification that your account is being flagged for immediate legal review due to your failure to honor the payment promise made on [Date of Agreement].

Despite your previous commitment to pay the balance of \$[Amount Due] by [Agreed Deadline], our records indicate that the payment has not been received. This constitutes a breach of our payment arrangement.

Please be advised that if the full outstanding balance is not received within [Number] days of the date of this letter, we will have no choice but to refer this matter to our legal department or a third-party collection agency. This action may result in:

- Commencement of formal legal proceedings.
- Reporting of this default to major credit bureaus.
- Requirement to pay additional legal fees, interest, and court costs.

To prevent this escalation, please submit your payment immediately via [Payment Method/Link] or contact our office at [Phone Number] to provide proof of payment.

We expect your prompt cooperation to resolve this matter without further legal intervention.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]