

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

[Date]

[Recipient Name/Company Name]
[Recipient Address]
[City, State, Zip Code]

**RE: NOTICE OF INTENT TO COMMENCE LEGAL ACTION - UNFULFILLED
GOOD FAITH PROMISE**

Dear [Recipient Name],

This letter serves as a formal notice regarding the outstanding balance of \$[Amount] owed to [Your Name/Company Name] for [Description of Debt/Services].

On [Date of Promise], you made a good faith promise to remit payment by [Agreed Upon Date]. Based on this assurance, we agreed to withhold further collection efforts and legal proceedings. As of today, the aforementioned date has passed, and we have not received the promised funds nor any communication regarding further delays.

Please be advised that your failure to honor this good faith agreement has left us with no choice but to escalate this matter. This letter constitutes your final opportunity to resolve this debt voluntarily.

To avoid the commencement of formal legal action, we require full payment of \$[Amount] to be received no later than [Deadline Date, e.g., 7 days from today].

Payment should be made via [Payment Method: e.g., Bank Transfer/Check/Online Portal] to the following account:

[Account Details/Payment Instructions]

If payment is not received by the deadline stated above, we will proceed with legal action to recover the full debt, plus applicable interest, late fees, and legal costs. This may also result in a negative impact on your credit rating.

We trust that this will not be necessary and look forward to receiving your immediate payment.

Sincerely,

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