

URGENT: NOTICE OF IMMINENT LITIGATION

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Re: Notice of Intent to File Lawsuit Regarding Broken Payment Agreement

Dear [Debtor Name],

This letter serves as formal notice that you are in default of the payment agreement reached on [Date of Agreement]. Despite your written promise to pay the balance of \$[Amount Owed] by [Agreed Upon Deadline], we have not received the funds.

We have made multiple attempts to resolve this matter amicably; however, your failure to honor your commitment has left us with no alternative but to pursue formal legal action to recover the debt, plus applicable interest, late fees, and legal costs.

FINAL OPPORTUNITY TO SETTLE

To prevent the filing of a lawsuit in [Insert County/Court Name], you must deliver payment in full by [Insert Final Deadline Date, e.g., 5:00 PM on Friday].

Payment should be made via [Insert Accepted Payment Method, e.g., Certified Check/Wire Transfer] to the following address:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

If payment is not received by the date specified above, we will immediately instruct our legal counsel to commence litigation without further notice to you. A legal judgment against you may result in the garnishment of wages, seizure of assets, and a significant negative impact on your credit rating.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]