

URGENT: PRE-LITIGATION NOTICE

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

RE: NOTICE OF DEFAULT ON PAYMENT PROMISE

Dear [Debtor Name],

This letter serves as formal notice that you are in default of the payment agreement dated [Date of Agreement]. Despite your written promise to pay the balance of \$[Amount Owed] by [Agreed Upon Date], our records indicate that the payment has not been received.

Your failure to honor this commitment is a breach of our agreement. We have made numerous attempts to resolve this matter amicably; however, the outstanding balance remains unpaid.

FINAL DEMAND FOR PAYMENT

Please consider this your final opportunity to settle this debt before we initiate formal legal proceedings. To avoid litigation, you must remit the full payment of \$[Amount Owed] by [Deadline Date, e.g., 7 days from today].

If payment is not received by the aforementioned date, we will have no choice but to refer this matter to our legal counsel to file a lawsuit for the recovery of the debt, plus interest, court costs, and any applicable attorney fees.

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

Please govern yourself accordingly.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]