

Date: [Insert Date]

SENT VIA: [Insert Method, e.g., Certified Mail / Email]

RE: Notice of Intent to Sue and Acknowledgment of Cease and Desist Request

Account Number: [Insert Account Number]

Outstanding Balance: \$[Insert Amount]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

Dear [Debtor Name],

This letter serves as formal notice regarding the unpaid balance of \$[Insert Amount] owed to [Your Name/Company Name] for [Insert Reason for Debt, e.g., services rendered/goods sold].

We acknowledge receipt of your request to cease and desist all further telephonic and written communication regarding this debt. In compliance with the Fair Debt Collection Practices Act (FDCPA) and relevant state laws, we will honor this request and stop all standard collection efforts immediately.

However, please be advised that this letter also serves as a **Notice of Intent to Sue**. Because the debt remains unpaid and previous attempts to resolve this matter have failed, we are now preparing to pursue legal remedies to recover the full amount owed, plus applicable interest, late fees, and legal costs.

Final Opportunity for Settlement:

Before we initiate formal litigation in [Insert Name of County/Court], we are offering one final opportunity to resolve this matter out of court. To prevent legal action, you must remit payment in full or contact us to establish a signed payment plan by no later than [Insert Deadline Date].

If we do not receive payment or a formal response by the date above, we will file a summons and complaint without further notice. Please note that once a lawsuit is filed, it may become a matter of public record and could impact your credit rating.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, if applicable]