

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: FORMAL DEMAND FOR SATISFACTION OF DEBT**

Dear [Debtor Name],

This letter serves as a formal demand for payment regarding the outstanding balance owed to [Your Name/Company Name] in the amount of \$[Amount Owed].

This debt is associated with [Account Number/Invoice Number] for [Description of Services/Goods Provided], which was due on [Original Due Date]. Despite previous reminders, this balance remains unpaid.

Please be advised that this is a **Notice of Intent to Litigate**. If the full balance of \$[Amount Owed] is not received by [Deadline Date - e.g., 10 days from today], I will have no choice but to pursue legal action to recover the debt, including interest, court costs, and reasonable attorney fees as permitted by law.

Payment should be made via [Payment Method: e.g., Check, Wire Transfer, Online Portal] and sent to the address listed above.

I trust that you will give this matter your immediate attention to avoid the necessity of legal proceedings.

Sincerely,

[Your Signature]

[Your Printed Name]