

Date: [Insert Date]

To:

[Recipient Name or Business Name]

[Recipient Address]

[City, State, Zip Code]

From:

[Your Name or Business Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

RE: NOTICE OF FAILED TRANSACTION AND INTENT TO PURSUE LEGAL ACTION

Dear [Recipient Name],

This letter serves as formal notice regarding a failed payment for the following transaction:

- **Invoice/Transaction Number:** [Insert Number]
- **Transaction Date:** [Insert Date]
- **Amount Due:** \$[Insert Amount]
- **Reason for Failure:** [Insert Reason, e.g., Insufficient Funds / Account Closed / Stop Payment]

Despite previous attempts to resolve this matter, the balance remains unpaid. Your failure to provide valid funds constitutes a breach of our agreement.

DEMAND FOR PAYMENT

You are hereby requested to remit the full amount of \$[Insert Total Amount, including any late fees] by [Insert Deadline Date, e.g., 7 days from today]. Payment must be made via [Insert Accepted Payment Method, e.g., Certified Check / Wire Transfer].

NOTICE OF INTENT TO SUE

If payment is not received by the deadline stated above, I will have no alternative but to initiate formal legal proceedings against you to recover the debt, plus interest, court costs, and reasonable attorney fees. This may also involve reporting this default to credit bureaus.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]