

Impending Action Notice

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

Dear [Debtor's Name],

This letter is to inform you that the payment due on your account number [Account Number] remains outstanding as of [Due Date]. Despite previous reminders, the balance of [Amount Due] has not been received.

Please consider this letter as a formal notice of impending action. If the outstanding amount is not received by [Final Payment Date], we will have no choice but to initiate further action which may include but is not limited to referral to collections or legal action.

We hope to resolve this matter amicably and encourage you to contact us at [Contact Information] to discuss your account or to make payment arrangements.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]