

Collections Intent Notification

Date: [Insert Date]

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of our intent to commence collections on your outstanding account with us, which currently has a balance of [Insert Amount]. Despite our previous communications regarding this debt, we have yet to receive payment as of the date of this letter.

Please be advised that payment must be received by [Insert Due Date] to avoid further action. If you have already sent your payment, please disregard this notice.

For any inquiries regarding this matter, please contact us at [Insert Contact Information]. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Contact Information]