[DATE]

Contact Name

Address

Address2

City

Zip/Postal Code

**RE: NOTICE OF IMPENDING LITIGATION AFTER UNPRODUCTIVE ARRANGEMENTS**

Dear [CONTACT NAME],

Productivity is an important guideline in any business. When we find that our productivity suffers, we naturally become concerned. Well, we are concerned about our productivity in collecting the amount owed on your account.  
  
We have invested much time in attempting to work out arrangements for the payment of your account, and it seems that each agreement is met with a lack of productivity.  
  
Therefore, we must insist that payment is received within ten days of this notice. Otherwise, we will have no alternative other than to forward your account to our attorney.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]