

FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE SUIT / DEMAND FOR SETTLEMENT

Dear [Recipient Name],

This letter serves as formal notice regarding the legal claims of [Claimant Name] against [Respondent/Company Name] arising from [briefly describe incident, e.g., the breach of contract dated MM/DD/YYYY or the accident occurring on MM/DD/YYYY].

Summary of Facts

[Provide a chronological description of the events that led to the dispute. Be specific about dates, actions taken, and the nature of the harm caused.]

Legal Liability

[State the legal basis for the claim, such as breach of contract, negligence, or statutory violations. Explain why the recipient is legally responsible for the damages.]

Description of Damages

As a direct result of your actions, [Claimant Name] has suffered the following losses:

- [Damage 1, e.g., Unpaid invoices]: \$[Amount]
- [Damage 2, e.g., Out-of-pocket expenses]: \$[Amount]
- [Damage 3, e.g., Lost profits]: \$[Amount]

Total Damages: \$[Total Amount]

Settlement Demand

While [Claimant Name] is prepared to file a formal lawsuit in [Name of Court] to seek full recovery, we are willing to resolve this matter without litigation. At this time, we demand the sum of **\$[Settlement Amount]** as full and final satisfaction of all claims.

Deadline for Response

This offer remains open until [Time] on [Date]. If we do not receive payment or a meaningful response by this deadline, we will proceed with legal action without further notice. Please be advised that in the event of litigation, we will seek the full amount of damages, plus interest, attorney fees, and court costs.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Printed Name]