

[Sender Name/Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name/Opposing Party Name]
[Address Line 1]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE / SETTLEMENT OFFER FOR [CASE REFERENCE OR MATTER NAME]

Dear [Recipient Name],

This office represents [Client Name] regarding [briefly state the dispute, e.g., the breach of contract dated (Date) or the incident occurring on (Date)].

Based on our investigation, it is our position that [Client Name] has valid legal claims against you for [list causes of action, e.g., Breach of Contract, Negligence, etc.]. As a result of your actions, our client has suffered damages totaling \$[Amount].

While my client is prepared to file a formal lawsuit in [Name of Court] to seek full compensation, including interest, legal fees, and costs, we believe a pre-litigation resolution may be in the best interest of both parties to avoid the time and expense of a trial.

Settlement Proposal:

On behalf of [Client Name], we offer to resolve all claims related to this matter in exchange for a one-time payment of \$[Settlement Amount]. This offer is contingent upon the execution of a formal settlement agreement and a mutual release of all claims.

This offer is made for settlement purposes only and is protected under [State/Federal Rule of Evidence, e.g., Rule 408]. It shall not be admissible as evidence in any subsequent legal proceeding.

Please provide a response to this proposal by [Date/Time]. If we do not receive a response or reach an agreement by this date, we have been instructed to proceed with the filing of a Summons and Complaint without further notice.

We look forward to hearing from you or your legal counsel.

Sincerely,

[Signature]

[Printed Name]

[Title/Law Firm Name]