

SENT VIA CERTIFIED MAIL

Date: [Insert Date]

To:

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

From:

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE LAWSUIT - Unauthorized Property Alterations

Dear [Recipient Name],

This letter serves as formal notice regarding unauthorized alterations performed on the property located at [Property Address]. It has been brought to our attention that the following modifications were made without prior written consent or required permits:

[List specific alterations here, e.g., removal of load-bearing walls, installation of unapproved fencing, exterior painting, etc.]

These actions constitute a breach of [mention specific Lease Agreement, HOA Covenant, or Local Ordinance]. These alterations have caused [mention damages, e.g., structural concerns, reduction in property value, or code violations].

DEMAND FOR REMEDY

To avoid formal legal proceedings, we demand that you perform one of the following by [Insert Deadline Date]:

- Restore the property to its original condition at your own expense.
- Provide proof of retroactive permits and written authorization from all governing bodies.
- Pay the sum of \$[Insert Amount] to cover the costs of professional restoration.

NOTICE OF INTENT TO SUE

Failure to comply with this demand or contact the undersigned to reach a formal settlement by the date mentioned above will result in immediate legal action. We will seek all available remedies, including but not limited to, injunctive relief, monetary damages, court costs, and attorney fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]