

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

[Date]

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

RE: LETTER OF INTENT FOR PRE-LITIGATION SETTLEMENT REGARDING BREACH OF CONTRACT

Dear [Recipient Name],

This letter concerns the contract titled "[Name of Contract]" entered into on [Date of Agreement] between [Your Name/Company Name] and [Recipient Name/Company Name].

As previously discussed, [Recipient Name/Company Name] is currently in breach of the following terms of the Agreement: [Briefly describe the breach, e.g., failure to pay, failure to deliver services, etc.].

While we are prepared to pursue formal legal action to protect our interests, we believe it is in the best interest of both parties to resolve this matter through an amicable settlement before litigation commences.

Proposed Settlement Terms:

- [Term 1: e.g., Payment of a specific amount]
- [Term 2: e.g., Performance of a specific action]
- [Term 3: e.g., Deadline for completion]

In exchange for the fulfillment of these terms, [Your Name/Company Name] agrees to release [Recipient Name/Company Name] from all further claims and liabilities related to this specific breach.

This offer is made for settlement purposes only and is without prejudice to our rights in any future legal proceedings. If we do not receive a written response or a signed copy of this letter by [Deadline Date], we will have no choice but to proceed with formal legal action, which may include a claim for damages, interest, and legal fees.

Please contact us at [Your Phone Number] or [Your Email] to discuss this matter further or to confirm your acceptance of these terms.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]