

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

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

[Date]

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

RE: LETTER OF INTENT FOR PRE-LITIGATION SETTLEMENT

Property Address: [Insert Rental Property Address]

Subject: Dispute regarding [Insert Brief Subject, e.g., Security Deposit / Unpaid Rent / Property Damage]

Dear [Recipient Name],

This letter serves as a formal notice of my intent to resolve the ongoing dispute regarding the above-referenced property without the necessity of formal legal proceedings. I believe that reaching a settlement is in the best interest of both parties to avoid the time, expense, and uncertainty of litigation.

1. Description of Dispute:

[Briefly describe the facts of the dispute and the specific legal or contractual obligations you believe have been breached.]

2. Proposed Settlement Terms:

To resolve this matter, I propose the following terms:

[Specify the action required, e.g., Payment of \$X amount, return of security deposit, or specific repairs to be completed.]

3. Deadline for Response:

I request a written response to this proposal by [Insert Date, e.g., 10 business days from today]. If we are unable to reach an agreement by this date, I reserve the right to pursue all available legal remedies, including the filing of a formal lawsuit in [Insert Name of Court].

4. Evidence Preservation:

Please be advised that you are required to preserve all records, communications, and evidence related to this tenancy and dispute for the duration of this matter.

This letter is for settlement purposes only and is sent without prejudice to my rights or remedies, all of which are expressly reserved. This communication shall not be admissible in any future legal proceeding as per [Insert Applicable Evidence Rule, e.g., Rule 408].

I look forward to your prompt response and a professional resolution to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]