

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Date]

[Recipient Name / Agent for Service of Process]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: STATUTORY NOTICE OF INTENT TO INITIATE LITIGATION

Dear [Recipient Name],

This letter serves as formal notice pursuant to [Insert Applicable Statute/Code Section, e.g., Florida Statute § 766.106 or California Code of Civil Procedure § 364] of [Your Name/Client Name]'s intent to initiate legal action against [Recipient Name/Entity] for damages arising from the following incident/dispute:

Date of Incident: [Date]

Location: [Location/Address]

Description of Claim: [Briefly describe the facts, the legal basis for the claim, and the injuries or losses sustained.]

To date, the total amount of damages claimed is \$[Dollar Amount], which includes [List categories of damages, e.g., medical expenses, lost wages, property damage, or contractual losses].

In accordance with the aforementioned statute, you are hereby granted [Insert Statutory Period, e.g., 30, 60, or 90] days from the date of this notice to resolve this matter through settlement or to provide a formal response. Failure to respond or reach an amicable resolution within this timeframe will result in the immediate filing of a Summons and Complaint in the [Insert Court Name, e.g., Superior Court of Los Angeles County] without further notice.

Please direct all future correspondence regarding this matter to the undersigned. If you are represented by legal counsel, please forward this notice to your attorney immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, if applicable]

[Your Address]

[Your Phone Number]

[Your Email Address]