

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

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

[Date]

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

RE: NOTICE OF INTENT TO INITIATE LITIGATION

To [Recipient Name],

This letter serves as formal notice of my intent to file a lawsuit against you and/or your organization, [Company Name, if applicable], in the [Name of Court, e.g., County Civil Court] regarding [Brief Description of Dispute, e.g., Breach of Contract dated January 1st].

The basis for this legal action is as follows:

- [Fact 1: Describe the event or agreement]
- [Fact 2: Describe the breach or harm caused]
- [Fact 3: Describe previous attempts to resolve the issue]

To date, you have failed to [Specific action required, e.g., pay the outstanding balance of \$5,000.00]. As a result of your actions, I have suffered damages in the amount of [Dollar Amount].

This letter constitutes a final opportunity to resolve this matter without the necessity of formal litigation. I am prepared to settle this claim if the following conditions are met by [Deadline Date, e.g., 10 days from receipt of this letter]:

1. [Required Action 1]
2. [Required Action 2]

If I do not receive the requested payment or a satisfactory written response by the date specified above, I will proceed with filing a formal summons and complaint. Please be advised that in a successful legal action, I will seek the full amount of damages, plus court costs, interest, and any applicable attorney fees.

Govern yourself accordingly.

Sincerely,

[Signature]

[Printed Name]