

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

[Date]

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

RE: NOTICE OF INTENT TO FILE SUIT FOR BREACH OF CONTRACT

Dear [Recipient Name],

This letter serves as formal notice regarding your breach of the contract dated [Date of Contract] titled "[Title of Agreement]" (the "Contract").

Specifically, you have failed to perform your obligations under the following terms: [List specific sections or clauses breached]. Specifically, the breach involves: [Describe the specific actions or failures to act].

As a direct result of your breach, I have suffered damages in the amount of \$[Amount].

To resolve this matter without formal legal proceedings, I demand that you take the following corrective actions by [Deadline Date]:

- [Required Action 1]
- [Required Action 2]
- [Payment of \$Amount, if applicable]

If you fail to cure the breach or reach a settlement agreement by the date specified above, I intend to file a lawsuit against you in [Name of Court] to seek all available legal remedies, including but not limited to compensatory damages, interest, and legal fees.

I hope to resolve this matter amicably. Please contact me immediately to discuss how you intend to rectify this situation.

Sincerely,

[Your Signature]

[Your Printed Name]