

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Employer Name]
[Attention: Human Resources / Legal Department]
[Employer Address]

RE: NOTICE OF INTENT TO FILE SUIT FOR EMPLOYMENT DISCRIMINATION

To [Name of Contact Person or Department],

Please accept this letter as formal notice that I intend to file a lawsuit against [Employer Name] in [State/Federal] court for unlawful employment discrimination. This action follows my participation in the administrative process with the [EEOC / State Fair Employment Agency] under Charge Number [Charge Number].

I received my "Notice of Right to Sue" on [Date received], and I am prepared to pursue legal remedies for violations of [mention specific laws, e.g., Title VII of the Civil Rights Act, the ADA, or the ADEA].

The basis for this legal action includes, but is not limited to, discrimination based on my [protected class, e.g., race, gender, age, disability] which resulted in [list adverse actions, e.g., wrongful termination, harassment, failure to promote].

Before proceeding with formal litigation, I am willing to engage in a final attempt to resolve this matter through a settlement agreement. If I do not hear from you or your legal representative by [Date], I will proceed with filing the complaint to protect my rights and seek appropriate damages, including back pay, compensatory damages, and attorney's fees.

Please direct all future correspondence regarding this matter to [myself / my attorney, Name].

Sincerely,

[Signature]

[Your Printed Name]