

**Date:** [Date]

**TO:**

[Company Name]

[Legal Department or Registered Agent]

[Street Address]

[City, State, Zip Code]

**RE: FORMAL NOTICE OF INTENT TO FILE SUIT**

**Account/Reference Number:** [Number, if applicable]

**Notice Pursuant to:** [State Consumer Protection Act Name, e.g., California Consumer Privacy Act / Deceptive Trade Practices Act]

To Whom It May Concern,

This letter serves as formal notice that I intend to file a lawsuit against [Company Name] for violations of [mention specific law, e.g., the Fair Credit Reporting Act, Fair Debt Collection Practices Act, or State Consumer Protection Act].

**Description of Dispute:**

[Provide a concise summary of the facts, including dates, transactions, and the specific actions or failures of the company that caused harm.]

**Legal Violations:**

Your company has engaged in the following unlawful practices:

1. [Violation 1]
2. [Violation 2]

**Demand for Settlement:**

To resolve this matter without litigation, I demand that you take the following actions within [Number of days, e.g., 10 or 30] days of receipt of this notice:

1. [Required Action, e.g., Refund of \$X.XX]
2. [Required Action, e.g., Removal of inaccurate information from credit report]
3. [Required Action, e.g., Payment of \$X.XX for damages]

Failure to rectify this situation within the timeframe specified above will result in the immediate commencement of legal proceedings in [Name of County/Court]. I will seek all available remedies, including but not limited to actual damages, statutory damages, punitive damages, attorney's fees, and court costs.

This letter is sent for the purpose of settlement and compromise and is without prejudice to my legal rights.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]

[Your Mailing Address]