

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

[Date]

[Registered Agent Name or CEO]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE SUIT FOR PRODUCT LIABILITY

To Whom It May Concern,

This letter serves as formal notice of my intent to file a lawsuit against [Company Name] regarding injuries and damages sustained as a result of a defective product manufactured, distributed, or sold by your company.

Product Information:

Product Name: [Name of Product]
Model/Serial Number: [Numbers]
Date of Purchase: [Date]
Location of Purchase: [Store Name/Online Site]

Description of Incident:

On or about [Date of Incident], while using the product as intended, the product failed due to [briefly describe defect: e.g., design flaw, manufacturing defect, or failure to warn]. As a result of this failure, I suffered the following injuries and/or damages: [List injuries or property damage].

Basis of Claim:

I intend to pursue legal action based on theories of strict liability, negligence, and/or breach of warranty. I am currently calculating the total sum of medical expenses, lost wages, and other compensatory damages.

Preservation of Evidence:

You are hereby instructed to preserve all records, internal communications, testing data, and quality control reports related to this product line. Failure to do so may result in a claim for spoliation of evidence.

Before initiating formal litigation in [Name of County/State] court, I am willing to discuss a potential settlement to resolve this matter. If I do not receive a response from your legal

department or insurance carrier within [Number, e.g., 14 or 30] business days, I will proceed with the filing of a formal complaint.

Sincerely,

[Your Signature]

[Your Printed Name]