

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

[Date]

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

RE: NOTICE OF INTENT TO FILE LAWSUIT

To [Recipient Name],

This letter serves as formal notice regarding the ongoing dispute concerning the property located at: [Property Address].

Despite previous attempts to resolve this matter on [Dates of previous contact], the following issues remain unresolved:

- [Description of Issue 1, e.g., Failure to return security deposit]
- [Description of Issue 2, e.g., Unpaid rent or utility arrears]
- [Description of Issue 3, e.g., Failure to perform essential repairs]

To settle this matter without legal intervention, I demand that you take the following actions by [Date, typically 10-14 days from now]:

1. [Specific Demand 1, e.g., Payment of \$XXX.XX]
2. [Specific Demand 2, e.g., Completion of specific repairs]

If this matter is not resolved by the date specified above, I will have no alternative but to initiate formal legal proceedings against you in [Name of Court, e.g., Small Claims Court] to seek [Amount sought or specific performance], as well as court costs and any applicable interest.

I trust that this will not be necessary and look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]