

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

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

[Date]

[Recipient Name/Registered Agent]  
[Company Name, if applicable]  
[Recipient Address]  
[Recipient City, State, Zip Code]

**RE: NOTICE OF INTENT TO FILE SUIT / FORMAL DEMAND FOR PAYMENT**

Dear [Recipient Name],

This letter serves as formal notice of my intent to file a lawsuit against you in [Name of Court, e.g., Small Claims Court or Superior Court] regarding [Briefly state the issue, e.g., unpaid debt, breach of contract, or property damage].

Specifically, this dispute arises from the following facts: [Provide a brief, factual description of the events and dates].

As a result of these actions, I have suffered damages in the amount of \$[Amount]. To date, this matter remains unresolved despite previous attempts to settle the issue.

**DEMAND FOR SETTLEMENT**

I demand that you pay the full amount of \$[Amount] by [Deadline Date, e.g., 10 or 14 days from today]. Payment should be made in the form of a [certified check/money order] and sent to the address listed above.

If payment is not received by the deadline stated above, I will immediately commence legal proceedings without further notice. Please be advised that I will seek to recover not only the principal amount owed but also court costs, filing fees, and any applicable interest or attorney's fees allowed by law.

I hope to resolve this matter amicably and avoid the necessity of litigation. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]