

NOTICE OF INTENT TO SUE

Date: [Current Date]

From: [Your Full Name/Company Name]

Address: [Your Street Address, City, State, Zip Code]

To: [Recipient Full Name/Company Name]

Address: [Recipient Street Address, City, State, Zip Code]

RE: FORMAL NOTICE OF INTENT TO SUE

Dear [Recipient Name],

This letter serves as formal notice that I intend to file a lawsuit against you in [Name of County] County Court if the matter described below is not resolved within [Number of Days, e.g., 14] days of the date of this letter.

NATURE OF THE DISPUTE:

[Provide a brief, clear description of the incident, breach of contract, or unpaid debt. Include relevant dates and reference any previous correspondence.]

DEMAND FOR RELIEF:

To avoid legal action, I demand the following:

[State exactly what you want, e.g., payment of \$0.00, return of property, or specific performance of a contract.]

If this matter is not settled by [Deadline Date], I will proceed with legal action to seek all available damages, which may include the principal amount owed, interest, court costs, and legal fees. This letter is sent as an attempt to resolve this dispute before litigation.

Please contact me at [Your Phone Number] or [Your Email Address] to confirm your compliance or to discuss a settlement.

Sincerely,

[Your Signature]

[Your Printed Name]