

NOTICE OF INTENT TO INITIATE LITIGATION

Date: [Insert Date]

Via: [Insert Method of Delivery, e.g., Certified Mail]

TO:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: [Insert Subject Matter/Account Number/Case Reference]

Dear [Recipient Name],

This letter serves as formal notice of my intent to file a lawsuit against you in the [Insert Name of Court] regarding [Insert Brief Description of Dispute].

Despite previous attempts to resolve this matter informally, the following issues remain outstanding:

- [Description of grievance or breach 1]
- [Description of grievance or breach 2]

To avoid formal legal proceedings, I demand that the following actions be taken within [Insert Number, e.g., 10] business days from the date of this letter:

- [Specific demand, e.g., Payment of \$X.XX]
- [Specific demand, e.g., Return of property/Specific Performance]

Failure to comply with this demand or reach a settlement agreement by [Insert Deadline Date] will result in the immediate commencement of legal action. This may include claims for damages, interest, court costs, and any other relief permitted by law.

Please be advised that you are further instructed to preserve all documents, electronic records, and evidence relevant to this dispute.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]