

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

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

[Date]

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

RE: NOTICE OF INTENT TO FILE LAWSUIT AND DEMAND FOR ATTORNEY FEES

To [Recipient Name],

This letter serves as formal notice regarding your failure to [Describe the breach or dispute, e.g., pay the outstanding balance / fulfill contractual obligations] in the amount of \$[Amount] as required by [Agreement Name/Date or Reference Number].

Despite previous attempts to resolve this matter, the issue remains outstanding. Please be advised that if this matter is not resolved by [Deadline Date], I intend to initiate formal legal proceedings against you in [Name of Court] to recover the full amount owed, plus interest.

Furthermore, please take notice that in the event of litigation, I will seek an award for all reasonable attorney fees, court costs, and legal disbursements incurred in this action, as permitted by [mention specific Contract Clause or State Statute, if known].

To avoid the significant expense and time associated with litigation, you are requested to [State required action, e.g., remit payment in full / contact me to discuss a settlement] no later than the date specified above.

I hope to resolve this matter amicably; however, I am prepared to take all necessary legal steps to protect my interests.

Sincerely,

[Signature]

[Your Printed Name]