

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title/Insurance Company Name]
[Recipient Address]

RE: NOTICE OF INTENT TO SUE

Claim Number: [Claim Number, if applicable]
Date of Incident: [Date of Injury]
Location of Incident: [Specific Location]

To [Recipient Name/Adjuster Name],

This letter serves as formal notice of my intent to initiate a lawsuit against [Name of Individual or Entity] for personal injuries sustained on [Date of Incident] at [Location].

The incident occurred as follows: [Briefly describe the facts of the accident and why the recipient is at fault].

As a direct result of your negligence, I have suffered the following damages:

- Medical expenses (current and future)
- Loss of earnings and earning capacity
- Physical pain and suffering
- Emotional distress
- [List any other damages]

I previously attempted to resolve this matter through [mention previous attempts/settlement demands], but a fair resolution has not been reached. I am prepared to proceed with formal legal action to recover the full extent of my damages.

I am willing to discuss a final settlement offer prior to filing the complaint in court. Please respond to this letter within [Number of Days, e.g., 10] business days. If I do not hear from you by [Date], I will instruct my legal counsel to file a summons and complaint without further notice.

Sincerely,

[Your Signature]

[Your Printed Name]