

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]
From: [Your Name]
Address: [Your Address]
Phone: [Your Phone Number]

To: [Recipient Name/Entity Name]
Address: [Recipient Address]

RE: NOTICE OF INTENT TO SUE - Property Dispute regarding [Property Address]

Dear [Recipient Name],

This letter serves as formal notice of my intent to initiate legal proceedings against you in the [Name of Court, e.g., County Superior Court] following the expiration of [Number, e.g., 14] days from the date of this letter.

This dispute arises from the following facts regarding the property located at [Property Address]:

- [Describe fact 1, e.g., Breach of purchase agreement signed on Date]
- [Describe fact 2, e.g., Failure to disclose material defects regarding the foundation]
- [Describe fact 3, e.g., Encroachment upon property boundaries]

My records indicate that you have failed to [State the specific action they failed to take, e.g., refund the earnest money deposit / repair the agreed-upon items]. To date, the total amount of damages incurred is \$[Insert Amount].

I am prepared to pursue all available legal remedies, including but not limited to, a claim for compensatory damages, interest, court costs, and attorney's fees.

I remain open to resolving this matter without litigation. To avoid a lawsuit, you must take the following action(s) by [Insert Deadline Date]:

1. [Required action 1]
2. [Required action 2]

If I do not receive the requested payment or a satisfactory response by the deadline stated above, I will file a formal complaint with the court without further notice.

Sincerely,

[Signature]
[Your Printed Name]