

**Date:** [Insert Date]

**VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

**To:**

[Name of Registered Agent or CEO]

[Company Name]

[Company Address]

[City, State, Zip Code]

**RE: NOTICE OF INTENT TO SUE - Product Liability Claim**

To Whom It May Concern,

This letter serves as formal notice of my intent to file a lawsuit against [Company Name] for damages resulting from a defective product manufactured, distributed, or sold by your company.

**Product Information:**

Product Name: [Insert Name]

Model/Serial Number: [Insert Number]

Date of Purchase: [Insert Date]

Place of Purchase: [Insert Location]

**Description of Incident:**

On or about [Date of Injury], I was using the product mentioned above when it failed to perform safely. Specifically, the product [describe the defect: e.g., exploded, caught fire, broke under normal use]. This failure occurred despite the product being used in its intended manner and according to any provided instructions.

**Injuries and Damages:**

As a direct result of this product defect, I suffered the following injuries and/or damages:

[List injuries, medical expenses, lost wages, and property damage].

**Legal Basis:**

I intend to pursue legal action based on theories of [Strict Liability, Negligence, Breach of Warranty, and/or Failure to Warn].

**Demand for Resolution:**

Before proceeding with a formal complaint in a court of law, I am willing to discuss a potential settlement to resolve this matter. My demand for settlement is [Insert Dollar Amount].

Please respond to this letter within [Insert Number, e.g., 14 or 30] business days. If I do not receive a response or if a satisfactory settlement cannot be reached, I will instruct my legal counsel to file a formal summons and complaint without further notice.

Please preserve all evidence related to the design, manufacturing, and testing of this product line.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]