SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

DATE: [Date]

TO:
[Defendant Name]
[Legal Department/Registered Agent]
[Street Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR RELIEF AND NOTICE OF PENDING CLASS ACTION

Dear [Name of Contact Person or General Counsel],

This law firm represents [Name of Lead Plaintiff] and a class of similarly situated individuals regarding [Describe the Core Issue, e.g., defective products, labor law violations, or data breach] involving your company.

Statement of Claims:
Our investigation indicates that [Defendant Name] has engaged in the following unlawful practices:

- [Specific Allegation 1]
- [Specific Allegation 2]
- [Specific Allegation 3]

These actions constitute violations of [List Specific Laws/Statutes, e.g., The Fair Labor Standards Act, Consumer Protection Acts, etc.].

Proposed Class:
The proposed class consists of all persons who [Define the Class, e.g., purchased Product X between 2020 and 2023].

Demand for Relief:
To avoid formal litigation, we hereby demand the following on behalf of the class:

1. Immediate cessation of the illegal practices described above;
2. Restitution or damages in the amount of $[Total Estimated Amount];
3. Payment of reasonable attorney's fees and costs.

Notice to Preserve Evidence:
You are hereby instructed to preserve all documents, emails, electronic data, and physical evidence related to the aforementioned claims. Failure to maintain this evidence may result in sanctions for spoliation.

Response Required:
We request a formal response to this demand by [Date, typically 14-30 days from now]. If we do not receive a satisfactory response by this date, we will proceed with filing a class action complaint in the [Name of Court] without further notice.

Sincerely,

[Your Signature]

[Your Name/Law Firm Name]
[Phone Number]
[Email Address]