SENT VIA CERTIFIED MAIL

DATE: [Insert Date]

TO:
[Defendant Name]
[Defendant Address]
[City, State, Zip Code]

RE: FORMAL NOTICE OF PENDING LITIGATION

Dear [Defendant Name],

Please be advised that this letter serves as formal notice that [Plaintiff Name] intends to commence legal action against you in the [Insert Name of Court] regarding [Briefly describe the dispute, e.g., breach of contract dated January 1, 2023].

Despite previous attempts to resolve this matter informally, the following issues remain outstanding:

- [Description of Claim 1]
- [Description of Claim 2]

DEMAND FOR RELIEF:
To avoid the commencement of formal judicial proceedings, we demand the following: [State specific demand, e.g., payment of $0,000.00 or return of property] no later than [Insert Date].

NOTICE TO PRESERVE EVIDENCE:
You are hereby instructed to preserve all documents, electronically stored information (ESI), records, and physical evidence related to this matter. Failure to maintain these records may result in legal sanctions for spoliation of evidence.

If we do not receive a response or the requested relief by the date specified above, we will proceed with filing a formal Complaint without further notice to you.

Nothing contained in this letter shall be deemed a waiver of any rights or remedies available to [Plaintiff Name], all of which are expressly reserved.

Sincerely,

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