SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: STATUTORY NOTICE OF INTENT TO INITIATE LITIGATION

To [Recipient Name],

This letter serves as formal statutory notice pursuant to [Insert Applicable Statute/Law Name] that [Your Name/Company Name] intends to initiate legal proceedings against you regarding [Brief Description of Dispute, e.g., Breach of Contract/Unpaid Debt/Property Damage].

Basis of Claim:
[Provide a concise summary of the facts, including dates and specific actions that led to this dispute.]

Damages and Relief Sought:
As a result of the aforementioned actions, the claimant has suffered damages in the amount of $[Dollar Amount]. We hereby demand the following action be taken to resolve this matter: [Describe specific demand, e.g., payment in full, specific performance, or cessation of activity].

Opportunity to Cure:
In accordance with statutory requirements, you are hereby given [Number, e.g., 30] days from the receipt of this notice to resolve this matter. If the demand is not met by [Deadline Date], we will proceed with filing a formal summons and complaint in the [Insert Name of Court] without further notice.

Preservation of Evidence:
You are further instructed to preserve all documents, electronic records, and evidence related to this matter. Failure to do so may result in legal sanctions for spoliation of evidence.

Please govern yourself accordingly.

Sincerely,

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