

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Plaintiff's Name or Law Firm Name]
[Address]
[City, State, Zip Code]

Re: Notice of Intent to Defend

Case Name: [Plaintiff Name] v. [Your Name/Company Name]

Case Number: [Insert Case Number]

Court: [Insert Name of Court]

To [Plaintiff Name/Counsel],

Please take notice that the Defendant, [Your Name/Company Name], intends to defend against the breach of contract claim filed in the above-referenced matter.

The Defendant denies the allegations set forth in the Complaint and intends to contest both the liability and the damages claimed. A formal Answer, including all applicable affirmative defenses and any counterclaims, will be filed with the court and served upon you within the statutory timeframe required by the court rules.

Please direct all future correspondence and legal filings regarding this matter to the address provided above.

Sincerely,

[Signature]

[Your Printed Name]