

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Plaintiff's Attorney Name]
[Law Firm Name]
[Address Line 1]
[Address Line 2]

RE: Notice of Intent to Defend

Case Name: [Plaintiff Name] v. [Defendant Name]

Case Number: [Insert Case Number]

Court: [Insert Court Name]

To [Attorney Name/Counsel],

Please be advised that I represent the Defendant, [Defendant Name], in the above-referenced personal injury action. This letter serves as formal notice of our intent to defend against the claims asserted in the Complaint filed on [Date].

Pursuant to the [Insert Local Rules or Civil Procedure Rules], we are currently investigating the allegations and will be filing a formal Answer and/or responsive pleading within the timeframes permitted by law.

We kindly request that you direct all future correspondence, pleadings, and discovery requests regarding this matter to the undersigned at the address provided above.

Please acknowledge receipt of this notice. We look forward to professional cooperation as this litigation proceeds.

Sincerely,

[Signature]
[Printed Name]
[Bar Number, if applicable]

cc: [Client Name]