

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Plaintiff's Attorney Name or Plaintiff Name]

[Address Line 1]

[City, State, Zip Code]

Re: [Plaintiff Name] v. [Defendant/Company Name]

Case No.: [Court Case Number]

Dear [Name],

Please be advised that this office represents [Defendant/Company Name] regarding the employment discrimination lawsuit filed by [Plaintiff Name] in the [Name of Court].

This letter serves as formal notice of the Defendant's intent to defend against all claims asserted in the complaint. We are currently investigating the allegations and intend to file a formal responsive pleading or motion with the court within the timeframe permitted by the applicable rules of civil procedure.

We request that you direct all future communications, pleadings, and discovery requests regarding this matter to the undersigned.

Additionally, we demand that the Plaintiff take all necessary steps to preserve all documents, electronically stored information (ESI), and other evidence potentially relevant to this litigation, including but not limited to personal emails, social media records, and mobile device data.

Sincerely,

[Signature]

[Your Printed Name]

Counsel for [Defendant Name]