

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Legal Department/Registered Agent]
[Bank Name]
[Legal Address/Headquarters]
[City, State, Zip Code]

RE: FORMAL PRE-SUIT NOTIFICATION AND DEMAND FOR SETTLEMENT

Account Name: [Insert Corporate Account Name]
Account Number: [Insert Last Four Digits of Account Number]
Dispute Reference Number: [Insert Reference Number, if any]

Dear Sir/Madam,

This letter serves as formal notice of a legal dispute between [Your Company Name] and [Bank Name] regarding unresolved issues related to the aforementioned account. This notification is sent as a final attempt to resolve this matter prior to the commencement of formal legal proceedings.

Description of Dispute:

[Provide a concise summary of the dispute, including dates of transactions, specific errors, or contractual breaches.]

Prior Efforts to Resolve:

[Your Company Name] has made multiple attempts to resolve this matter through standard customer service and formal internal grievance channels on the following dates: [List dates of previous correspondence]. To date, these efforts have failed to produce a satisfactory resolution.

Legal Basis and Damages:

Your failure to resolve this matter constitutes a breach of [mention specific banking agreement or regulation]. As a result, [Your Company Name] has incurred damages in the amount of \$[Insert Total Amount], consisting of [list principal, fees, interest, and any consequential losses].

Demand for Settlement:

To avoid litigation, we demand that [Bank Name] perform the following actions within [Number, e.g., 14] business days of receipt of this letter:

1. [Insert specific demand, e.g., Refund of disputed amount]
2. [Insert specific demand, e.g., Correction of credit reporting]

Notice of Intent to Sue:

If this matter is not resolved to our satisfaction by [Insert Deadline Date], [Your Company Name] is prepared to file a formal lawsuit in the appropriate jurisdiction to seek full recovery of damages, as well as interest, legal fees, and court costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]