

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

[Date]

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

**RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION**

Dear [Recipient Name],

This letter serves as formal notice regarding [describe the issue, e.g., unpaid invoice #123 / breach of contract dated MM/DD/YYYY / property damage].

Despite previous attempts to resolve this matter on [Dates of previous contact], the issue remains unresolved. Specifically, you have failed to [describe the specific failure, e.g., pay the outstanding balance of \$0.00 / return property / complete services].

I am offering a final opportunity to settle this matter without litigation. To avoid legal proceedings, I require the following actions by [Deadline Date, e.g., 10 days from today]:

- [Action Item 1, e.g., Payment in full via certified check]
- [Action Item 2, if applicable]

If I do not receive the above by the specified date, I will have no alternative but to initiate formal legal action against you. This may include filing a lawsuit to recover the full amount owed, plus interest, court costs, and legal fees. This letter may be produced in court as evidence of your failure to settle this matter amicably.

Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]