

Date: [Insert Date]

To:

[Bank Name]

[Legal Department/Branch Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION

Account Name: [Your Full Name]

Account Number: [Your Account Number]

To whom it may concern,

This letter serves as formal notice of my intent to initiate legal proceedings against [Bank Name] regarding the following unresolved matter: [Briefly describe the issue, e.g., unauthorized transactions, breach of contract, or failure to correct billing errors].

Despite my previous attempts to resolve this issue through your customer service and formal grievance channels on [Dates of previous contact], the matter remains outstanding. Specifically, [Bank Name] has failed to: [List specific failures or demands].

I am providing a final opportunity to resolve this dispute without litigation. I demand that the following actions be taken within [Number of days, e.g., 14] business days from the date of this letter:

- [Demand 1]
- [Demand 2]

Failure to rectify this situation within the specified timeframe will result in the filing of a formal lawsuit in [Name of County/Court] to seek [mention what you are seeking, e.g., full refund, damages, and legal fees]. I may also file formal complaints with the Consumer Financial Protection Bureau (CFPB) and other relevant regulatory authorities.

I look forward to your immediate attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]