

DATE: [Insert Date]

FROM:

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

TO:

[Recipient Full Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO PURSUE LEGAL ACTION

Dear [Recipient Name],

This letter serves as formal notice regarding [briefly state the issue, e.g., unpaid debt, breach of contract, or unresolved dispute] concerning [reference account number or contract date if applicable].

Despite previous attempts to resolve this matter on [list dates of previous contact], the issue remains outstanding. Specifically, you have failed to [state the specific action they failed to take, e.g., pay the balance of \$0.00].

Demand is hereby made for the following: [State exactly what you want, e.g., payment in full or specific performance].

Please be advised that if this matter is not resolved by [Insert Deadline Date, e.g., 10 days from the date of this letter], I will have no choice but to commence formal legal proceedings against you without further notice. This may include filing a lawsuit in [Insert Court Name, e.g., Small Claims Court] to recover the full amount owed, plus interest, court costs, and legal fees.

I trust that this will not be necessary and that you will take immediate steps to rectify this situation.

Sincerely,

[Your Signature]

[Your Printed Name]