

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

[Date]

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

**Re: NOTICE OF PENDING SMALL CLAIMS LAWSUIT**

Dear [Recipient Name],

This letter serves as formal notice that I intend to file a lawsuit against you in the [Name of County] Small Claims Court. This legal action is regarding [briefly state the reason for the claim, e.g., unpaid debt, property damage, or breach of contract].

Despite previous attempts to resolve this matter, the amount of \$[Amount Owed] remains unpaid. To avoid formal legal proceedings, I am providing you with one final opportunity to settle this debt.

I demand payment in full by [Date, e.g., 10 days from the date of this letter]. Payment should be sent to the address listed above via [Accepted Payment Method].

If payment is not received by the aforementioned date, I will proceed with filing a formal claim in court without further notice. Please be advised that if a judgment is entered against you, it may include the original debt amount plus court costs, filing fees, and interest as allowed by law.

I hope to resolve this matter amicably and immediately.

Sincerely,

[Your Signature]

[Your Printed Name]