

[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 COURT FILING - [Your Name] vs. [Recipient Name]

To [Recipient Name],

This letter serves as formal notification that I have filed a lawsuit against you in the [Name of County/District] Small Claims Court on [Date of Filing].

Case Details:

Court Name: [Full Name of Court]
Case Number: [Insert Case Number]
Claim Amount: \$[Insert Amount]

This claim was filed due to your failure to resolve the following matter: [Briefly describe the reason for the claim, e.g., unpaid debt, property damage, or breach of contract].

Despite my previous attempts to settle this dispute out of court, the matter remains unresolved. You will receive an official summons and a copy of the claim from the court or via a process server shortly. This documentation will provide you with the scheduled hearing date and instructions on how to file a formal response.

I remain open to settling this matter before the court date. If you wish to discuss payment or a settlement agreement to avoid further legal proceedings and additional court costs, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]