

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Address]

RE: NOTICE OF INTENT TO FILE A LAWSUIT

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding [briefly state reason, e.g., unpaid services, property damage, or breach of contract].

To date, you owe the total sum of \$[Amount Owed]. This amount was due on [Original Due Date]. Despite previous requests for payment, this balance remains outstanding.

The details of this claim are as follows: [Briefly describe the facts of the dispute].

I am willing to resolve this matter without further legal action. I demand that you pay the full amount of \$[Amount Owed] by [Deadline Date, e.g., 14 days from today]. Payment should be made via [Method of Payment].

If payment is not received by the date mentioned above, I will immediately file a claim against you in Small Claims Court. This action will include a request for the original amount, plus court costs, interest, and any other fees allowed by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]