

URGENT: PRE-LITIGATION SETTLEMENT OFFER AND FINAL DEMAND

Date: [Insert Date]

TO:

[Recipient Name/Entity Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Intent to File Lawsuit

To [Name of Recipient/Legal Representative],

This letter serves as a formal final demand for payment and a good-faith offer to settle the dispute regarding [Briefly describe the issue, e.g., Breach of Contract/Unpaid Invoice/Personal Injury] which occurred on or about [Date of Incident/Contract].

1. Facts of the Claim

[Provide a concise summary of the facts, the agreement breached, or the harm caused. Mention specific dates and amounts owed.]

2. Summary of Damages

As a direct result of your actions/omissions, [Your Name/Company Name] has incurred the following damages:

- Principal Amount: \$[Amount]
- Accrued Interest/Fees: \$[Amount]
- Total Damages: \$[Total Amount]

3. Final Settlement Offer

While [Your Name/Company Name] is prepared to pursue all available legal remedies to recover the full amount plus attorney fees and court costs, we are willing to resolve this matter without litigation. We offer to accept the reduced sum of \$[Settlement Amount] as full and final satisfaction of this claim, provided payment is received by the deadline stated below.

4. Deadline for Acceptance

This offer will remain open until [Time] on [Date]. If payment is not received or a formal payment plan is not executed by this time, this offer will be automatically withdrawn.

5. Intent to Litigate

Failure to respond to this demand will result in the immediate filing of a lawsuit in the [Name of Court, e.g., County Small Claims Court / Superior Court] without further notice. Please be advised that a judgment against you may include additional costs for service of process, court filing fees, and statutory interest.

Please remit payment to the following address: [Insert Payment Instructions/Address].

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]