

URGENT: NOTICE OF IMMINENT LITIGATION

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

VIA CERTIFIED MAIL

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

Re: Notice of Intent to File Lawsuit - [Reference Number or Subject]

Dear [Recipient Name],

This letter serves as formal notice that [Your Name/Client Name] intends to commence legal proceedings against you in the [Name of Court] regarding [Briefly describe the dispute, e.g., unpaid debt, breach of contract, or damages].

Despite previous attempts to resolve this matter informally, the following issues remain outstanding:

- [Description of grievance 1]
- [Description of grievance 2]

To avoid the commencement of formal litigation, we require the following action(s) to be taken by [Deadline Date]:

[Describe required action, e.g., Payment of \$0.00, return of property, etc.]

PRESERVATION OF EVIDENCE: You are hereby instructed to preserve all documents, electronically stored information (ESI), and physical evidence related to this matter. Failure to maintain these records may result in legal sanctions for spoliation of evidence.

If we do not receive the specified remedy or a formal response from your legal counsel by the aforementioned date, we will file a summons and complaint without further notice. Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]