

## **NOTICE OF INTENT TO FILE LAWSUIT**

From:

[Your Full Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

Date: [Current Date]

To:

[Recipient Name/Company Name]

[Recipient Address]

[Recipient City, State, Zip Code]

### **RE: FORMAL DEMAND BEFORE LEGAL ACTION**

Dear [Recipient Name],

This letter serves as formal notice of my intent to file a lawsuit against you in [Name of County/State] court regarding [brief description of the dispute, e.g., unpaid debt, breach of contract, or property damage].

Despite previous attempts to resolve this matter, the issue remains outstanding. Specifically:

- [Description of the incident or agreement]
- [Dates of occurrence]
- [Summary of damages or amount owed]

I demand that you take the following action to resolve this matter: [Specify exactly what you want, e.g., payment of \$5,000.00].

If this matter is not resolved by [Deadline Date, e.g., 10 or 14 days from now], I will proceed with filing a formal complaint with the court without further notice. This may result in additional costs for legal fees, court filing fees, and interest for which you may be held liable.

Please contact me at [Your Phone Number] or [Your Email Address] to discuss the settlement of this claim.

Sincerely,

[Your Signature]

[Your Printed Name]