

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

SENT VIA [CERTIFIED MAIL / EMAIL / PROCESS SERVER]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE / DEMAND FOR SETTLEMENT

Claimant: [Your Name / Client Name]

Matter: [Brief Description, e.g., Breach of Contract / Personal Injury]

Date of Incident: [Date]

To [Recipient Name],

This letter serves as formal notice of a legal claim against you arising from [Briefly describe the dispute or incident].

I. Statement of Facts

On or about [Date], the following occurred: [Provide a concise chronological summary of the facts and the recipient's actions or failures to act].

II. Legal Liability

Your actions constitute a [List legal violations, e.g., breach of contract under Section X, negligence, etc.]. As a direct result of these actions, [Claimant Name] has suffered significant damages.

III. Damages

As of the date of this letter, the damages incurred include, but are not limited to:

- [Itemized Damage 1]: \$[Amount]
- [Itemized Damage 2]: \$[Amount]
- [Total Amount Demanded]: \$[Total Amount]

IV. Demand for Settlement

To resolve this matter without the necessity of formal litigation, [Claimant Name] demands the sum of \$[Total Amount] as full and final settlement of this claim. Payment should be made via [Payment Method] no later than [Number] days from the date of this letter.

V. Notice of Preservation of Evidence

You are hereby directed to preserve all documents, electronic data, and physical evidence related to this matter. Failure to do so may result in legal sanctions for spoliation of evidence.

VI. Final Notice

If we do not receive the specified payment or a meaningful response by [Deadline Date], we will immediately proceed with filing a formal lawsuit in [Name of Court] to seek all available legal remedies, including interest, court costs, and attorney's fees.

We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]