

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: FORMAL DEMAND AND NOTICE OF INTENT TO SUE

Dear [Recipient Name],

This law firm represents [Client Name] regarding [Nature of Dispute, e.g., Breach of Contract, Personal Injury, Unpaid Debt] arising from [Date of Incident/Contract].

Specifically, our client alleges that you have [Detailed Description of the Wrongful Act or Failure to Pay]. As a result of your actions, our client has suffered damages in the amount of \$[Dollar Amount].

Despite previous attempts to resolve this matter informally, the obligation remains outstanding. Please be advised that this letter serves as formal notice of our client's demand for the following:

1. Payment in the full amount of \$[Dollar Amount] by [Deadline Date].
2. [Additional Requirement, e.g., Return of Property/Cease and Desist].

Failure to comply with this demand by [Deadline Date] will leave our client with no choice but to initiate formal legal proceedings against you in [Name of Court/Jurisdiction]. We will seek all available remedies, including but not limited to, compensatory damages, interest, court costs, and attorney fees.

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

Govern yourself accordingly.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

[Phone Number]

[Email Address]