

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

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

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Dear [Recipient Name],

This letter serves as formal notice that [Your Name/Company Name] intends to initiate legal proceedings against you regarding [Brief description of the dispute, e.g., unpaid invoice #123 / breach of contract dated MM/DD/YYYY].

Despite our previous attempts to resolve this matter through informal communication on [Dates of previous contact], the issue remains unresolved. Specifically, the following remains outstanding: [List specific amount owed or specific action required].

Please be advised that if [the full payment of \$Amount / the required action] is not received within [Number] days from the date of this letter, we will have no alternative but to file a formal lawsuit in the [Name of Court, if known] without further notice.

Legal action may result in a judgment against you, which may include the principal amount, accrued interest, court costs, and legal fees. Such a judgment may also negatively impact your credit rating.

We remain open to resolving this matter out of court. You may contact us at [Phone Number] or [Email Address] to discuss an immediate settlement.

Governing yourself accordingly,

Sincerely,

[Your Signature]
[Your Printed Name]