

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF PENDING LAWSUIT

Dear [Recipient Name],

Please be advised that this office represents [Plaintiff Name] in a legal matter against you regarding [Brief Description of Dispute, e.g., breach of contract, personal injury, outstanding debt].

This letter serves as formal notification that a lawsuit has been filed in the [Court Name, e.g., Superior Court of California], under Case Number [Case Number, if already assigned].

Legal Preservation Notice:

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

A formal summons and complaint will be served upon you in accordance with the law. We strongly recommend that you seek legal counsel immediately to address this matter.

If you wish to discuss a potential resolution or settlement prior to further litigation, please have your legal representative contact our office at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Firm Name]