

SENT VIA [INSERT METHOD, E.G., CERTIFIED MAIL / EMAIL]

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

RE: FORMAL NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Dear [Recipient Name],

This letter serves as a formal warning regarding [Briefly describe the dispute, e.g., unpaid invoice #123 / breach of contract dated X / property damage].

Despite previous attempts to resolve this matter informally on [Dates of previous contact], the issue remains unresolved. Specifically, [Detailed description of the claim, including the amount owed or the specific action required].

Demand for Action

To avoid formal litigation, I demand that you perform the following by [Insert Deadline Date, e.g., 14 days from today]:

- [Requirement 1, e.g., Remit payment in the amount of \$XXX.XX]
- [Requirement 2, e.g., Cease and desist from X activity]
- [Requirement 3, e.g., Return the property located at X]

Notice of Intent

If the above requirements are not met by the specified deadline, I will have no alternative but to pursue all available legal remedies. This may include filing a formal lawsuit in [Name of Court/Jurisdiction] to recover the full amount owed, plus interest, court costs, and reasonable attorney fees.

Preservation of Evidence

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

This letter is written without prejudice to my rights and remedies, all of which are expressly reserved.

I trust that this matter can be resolved promptly and without the need for court intervention.

Sincerely,

[Signature]

[Your Printed Name]