

NOTICE OF INTENT TO SUE

Date: [Current Date]

TO:

[Recipient Name or Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Intent to File Legal Action

Dear [Recipient Name],

This letter serves as formal notice of my intent to file a lawsuit against you in [Name of Court, e.g., Small Claims Court or Superior Court] due to the following dispute:

Description of Claim:

[Provide a brief summary of why you are suing, including dates and specific incidents.]

Amount Owed / Relief Requested:

I am seeking the total sum of \$[Dollar Amount] for [Explain what the money is for, e.g., unpaid services, damages, or debt].

I have previously attempted to resolve this matter on [Dates of previous attempts] without success. This letter is your final opportunity to settle this dispute out of court.

To avoid legal proceedings, you must pay the full amount or provide a written settlement proposal by [Date, typically 10-14 days from now]. If I do not receive payment or a response by this date, I will proceed with filing a formal complaint and summons without further notice.

Please be advised that if a lawsuit is filed, I will also seek recovery for court costs, filing fees, and interest as permitted by law.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]