

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

RE: NOTICE OF INTENT TO FILE A LAWSUIT

Dear [Recipient Name],

This letter serves as formal notice of my intent to initiate legal action against you in [Court Name, if known] regarding [Brief description of the dispute, e.g., unpaid debt, breach of contract, or property damage].

Despite previous attempts to resolve this matter on [Dates of previous contact], the issue remains unresolved. Specifically, [Detailed description of the claim, including dates and specific amounts owed, if applicable].

I am prepared to pursue all legal remedies available, including seeking compensatory damages, court costs, and interest. However, I am still willing to settle this matter out of court if the following actions are taken within [Number of days, e.g., 10 or 14] days from the receipt of this letter:

- [Requirement 1: e.g., Payment of \$0.00]
- [Requirement 2: e.g., Return of property]
- [Requirement 3: e.g., Repair of damages]

If I do not receive a satisfactory response or the requested action is not completed by [Deadline Date], I will proceed with filing a formal complaint without further notice.

Sincerely,

[Your Signature]

[Your Printed Name]