

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Recipient Address]

RE: NOTICE OF INTENT TO SUE AND FORMAL SETTLEMENT OFFER

To [Recipient Name],

This letter serves as formal notice of my intent to file a lawsuit against [Recipient Name/Company Name] in the [Name of Court, e.g., County Small Claims Court] regarding [Brief description of dispute, e.g., breach of contract, unpaid debt, property damage].

The basis for this legal action is as follows:

- [Fact 1: Describe what happened]
- [Fact 2: Describe the date and location]
- [Fact 3: Describe the damages or amount owed]

Despite previous attempts to resolve this matter, the issue remains outstanding. My total calculated damages amount to \$[Total Amount].

Settlement Offer

In an effort to avoid the time and expense of litigation, I am willing to settle this matter out of court under the following terms:

1. Payment of the sum of \$[Settlement Amount] by [Date].
2. [Optional: Other terms, such as return of property or specific performance].

If this settlement offer is accepted and the terms are met by [Deadline Date], I will waive my right to pursue further legal action regarding this specific matter.

Failure to respond to this letter or meet the settlement terms by the date above will result in the immediate filing of a lawsuit without further notice. Please be advised that I will also seek recovery of court costs, filing fees, and any applicable interest.

Sincerely,

[Signature]

[Your Printed Name]