

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

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

[Date]

[Recipient Name/Registered Agent]
[Company Name, if applicable]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE AND FORMAL SETTLEMENT OFFER

Dear [Recipient Name],

This letter serves as formal notice of my intent to file a lawsuit against [Recipient Name/Company Name] in the [Insert Court Name, e.g., County Small Claims Court] regarding [Briefly describe the dispute, e.g., breach of contract dated MM/DD/YYYY].

Basis of Claim:

[Provide a concise summary of the facts, the actions or inactions of the recipient, and why they are legally liable for your damages.]

Damages:

As a direct result of your actions, I have suffered the following financial losses:

- [Item 1]: \$[Amount]
- [Item 2]: \$[Amount]
- **Total Damages: \$[Total Amount]**

Formal Settlement Offer:

In an effort to resolve this matter without the necessity of litigation, I am prepared to accept the sum of \$[Settlement Amount] as full and final satisfaction of this claim. This offer is made for the purpose of compromise and is not an admission of any fact.

Requirement for Response:

Please remit payment via [Payment Method, e.g., Certified Check] or contact me to arrange payment by [Deadline Date, e.g., 14 days from the date of this letter].

Failure to respond or provide payment by the date specified above will result in the immediate commencement of legal proceedings against you. This may include claims for the original damages, interest, court costs, and any applicable attorney fees.

I look forward to your prompt response and a swift resolution to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]