

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

[Date]

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

RE: REVOCATION OF SETTLEMENT OFFER AND PRE-LITIGATION NOTICE

Dear [Recipient Name],

I am writing to formally notify you that I am hereby revoking and withdrawing the settlement offer previously extended to you on [Date of original offer] regarding [Case Number or Description of Dispute].

As of the date of this letter, the aforementioned offer is no longer valid for acceptance. This revocation is a result of [Reason for revocation, e.g., failure to meet the deadline, discovery of new information, or lack of good faith negotiations].

Furthermore, please accept this letter as a formal notice of my intent to initiate legal proceedings against you and/or your organization. Unless we receive a satisfactory counter-proposal or full payment of [Specific Amount] by [Deadline Date], I will proceed with filing a formal complaint in the appropriate court of law without further notice.

Be advised that I will seek all available legal remedies, including but not limited to, compensatory damages, interest, and legal costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]