

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

[Date]

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

RE: NOTICE OF INTENT TO PURSUE LEGAL ACTION

Dear [Recipient Name],

This letter serves as formal notice regarding [State the specific issue, e.g., unpaid debt, breach of contract, or damages] involving [Relevant Dates or Account Numbers].

Despite previous attempts to resolve this matter on [Dates of previous contact], the issue remains unresolved. Specifically, you have failed to [State the specific action required, e.g., pay the balance of \$0.00 or return property].

I am offering a final opportunity to settle this matter without litigation. To avoid legal proceedings, you must take the following action by [Deadline Date]:

[Describe the required action clearly]

If this matter is not resolved by the date mentioned above, I will have no choice but to commence formal legal action against you. This may include filing a lawsuit in [Local Court Name] to seek the full amount owed, plus interest, court costs, and legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]