

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

[Date]

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

RE: NOTICE OF INTENT TO SUE

Dear [Recipient Name],

This letter serves as formal notice of my intent to initiate legal proceedings against you in [Name of County/State] court following your acknowledgment of the Cease and Desist letter sent on [Date of original letter].

While you have acknowledged receipt of the previous demand, you have failed to [list the specific failure, e.g., cease the infringing activity / pay the outstanding debt / provide the requested remedy] within the timeframe provided. Your continued [action/inaction] has resulted in ongoing damages to [me/my business].

I am prepared to file a formal complaint to seek all available legal remedies, including but not limited to:

- Injunctive relief;
- Compensatory and punitive damages;
- Legal fees and court costs.

This is your final opportunity to resolve this matter without litigation. To avoid a lawsuit, you must [state the specific requirement for resolution] no later than [Deadline Date, e.g., 5:00 PM on Friday, Month Day, Year].

If I do not receive confirmation of your compliance by the aforementioned date, I will instruct my legal counsel to file the summons and complaint immediately and without further notice.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]