

SENT VIA CERTIFIED MAIL

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF INTENT TO INITIATE CIVIL LITIGATION

Dear [Recipient Name],

This letter serves as formal notification that I intend to initiate a civil lawsuit against you in the [Name of Court, e.g., County Superior Court] regarding [Brief Description of Dispute, e.g., breach of contract dated January 1, 2023].

Despite previous attempts to resolve this matter informally, the following issues remains outstanding:

- [Description of grievance 1]
- [Description of grievance 2]

I am seeking the following relief: [State specific demand, e.g., payment of \$5,000.00, return of property, or specific performance].

This letter provides you with a final opportunity to settle this matter without the necessity of formal legal proceedings. If we do not reach a resolution or if I do not receive the demanded sum/action by [Deadline Date, e.g., 14 days from the date of this letter], I will file a formal summons and complaint with the court without further notice.

Please govern yourself accordingly.

Sincerely,

[Signature]
[Print Name]