

LETTER OF INTENT TO SUE

_____ [Sender's Name]
_____ [Sender's Address]
_____ [City, State, ZIP Code]
_____ [Sender's Phone or Email]

_____ [Date]

_____ [Recipient's Name]
_____ [Recipient's Address]
_____ [City, State, ZIP Code]

RE: Notice of Intent to Initiate Legal Proceedings

Dear _____ [Recipient's Name],

I am writing to formally notify you of my intent to commence legal action against you due to _____ [Describe the grounds for the lawsuit]. Despite previous attempts to resolve this matter amicably, I find no satisfactory resolution has been reached.

Therefore, I am prepared to initiate legal proceedings to seek compensation and remedial measures. However, I am willing to consider an alternative resolution to avoid court action. To that end, I am formally demanding _____ [Describe the settlement amount or other remedies] to resolve this matter completely.

Please consider this letter a formal demand for settlement. I expect a response within ___ days of the date of this letter. Failure to respond may result in the initiation of legal proceedings without further notice to you. This action will not only seek resolution as mentioned but may also include recovery of attorney's fees, court costs, and other damages legally allowable.

I urge you to take this notice seriously and respond promptly to avoid legal action. Should you have any questions or wish to discuss this matter further, please contact me directly at _____ [Sender's Phone] or _____ [Sender's Email].

Sincerely,

_____ [Sender's Name]

