

LETTER OF INTENT TO SUE

Date: [DATE]

From: [YOUR NAME] [YOUR ADDRESS] [YOUR CITY, STATE, ZIP] [YOUR PHONE NUMBER] [YOUR EMAIL ADDRESS]

To: [RECIPIENT NAME] [RECIPIENT ADDRESS] [RECIPIENT CITY, STATE, ZIP]

Sent via: [Certified Mail / Email / Hand Delivery]

RE: Notice of Intent to File Legal Action

Dear [RECIPIENT NAME],

1. Purpose of This Letter

This letter serves as formal notice that I intend to pursue legal action against you/your company regarding the matter described below, unless the issue is resolved within the timeframe stated in this letter.

2. Background of the Dispute

On or around [DATE OF INCIDENT], the following occurred:

[DESCRIBE THE EVENT, TRANSACTION, OR AGREEMENT THAT LED TO THE DISPUTE. INCLUDE RELEVANT DATES, CONTRACT NUMBERS, INVOICE NUMBERS, OR OTHER IDENTIFYING DETAILS.]

3. Nature of the Claim

As a result of the above, I have suffered the following harm or loss:

[DESCRIBE THE DAMAGES — FINANCIAL LOSS, BREACH OF CONTRACT, UNPAID INVOICE, PROPERTY DAMAGE, ETC.]

The total amount owed / damages sustained is: **[\$[AMOUNT]]**

4. Legal Basis for the Claim

This claim is based on the following grounds:

[STATE THE LEGAL BASIS, E.G., BREACH OF CONTRACT DATED [DATE], VIOLATION OF [AGREEMENT/LAW], FAILURE TO PAY FOR SERVICES RENDERED, ETC.]

5. Demand for Resolution

I am willing to resolve this matter without resorting to litigation. To do so, I require the following by **[RESPONSE DEADLINE DATE]**:

[STATE WHAT YOU ARE REQUESTING — E.G., FULL PAYMENT OF \$[AMOUNT], CORRECTION OF THE ISSUE, RETURN OF PROPERTY, ETC.]

6. Consequences of Non-Response

If this matter is not resolved by the date specified above, I intend to pursue all available legal remedies, which may include filing a lawsuit in [COURT NAME / JURISDICTION] to recover the amounts owed, along with any applicable interest, court costs, and attorney's fees.

7. Reservation of Rights

Nothing in this letter shall be construed as a waiver of any rights or remedies available to me under law or contract, all of which are expressly reserved.

8. Contact Information

If you wish to discuss this matter or resolve it prior to the deadline above, please contact me at:

Phone: [YOUR PHONE NUMBER] Email: [YOUR EMAIL ADDRESS]

Closing

I hope this matter can be resolved amicably and without the need for further legal action. I look forward to your prompt response.

Sincerely,

[YOUR SIGNATURE]

[YOUR PRINTED NAME] [YOUR TITLE, IF APPLICABLE] [YOUR COMPANY NAME, IF APPLICABLE]

CERTIFICATE OF MAILING / DELIVERY (OPTIONAL)

This letter was sent to [RECIPIENT NAME] on [DATE] via [METHOD OF DELIVERY].

Signed: _____

Date: [DATE]