

**[Your Name]**

**[Your Address]**

**[City, State, ZIP Code]**

**[Email Address]**

**[Phone Number]**

**[Date]**

**To:**

**[Recipient's Name]**

**[Recipient's Title, if applicable]**

**[Recipient's Company Name, if applicable]**

**[Recipient's Address]**

**[City, State, ZIP Code]**

**Subject:** Formal Notice of Intent to Sue

Dear [Recipient's Name],

I am writing to formally notify you of my intent to pursue legal action against you [or your company, if applicable] concerning the ongoing dispute involving [briefly describe the issue, e.g., a breach of contract, unpaid debts, property damage, etc.]. This matter has been a significant source of concern for me, and despite my efforts to resolve the issue amicably, I have been left with no alternative but to consider legal proceedings to protect my rights and interests.

The origin of this dispute dates back to [Date of Incident or Agreement], when [describe the situation or agreement that led to the current conflict]. At that time, it was my understanding that [explain the expectations, obligations, or agreements that were in place]. Unfortunately, it has become apparent that these obligations have not been met, and the resulting situation has caused [describe the impact on you or your business, such as financial losses, operational disruptions, emotional distress, etc.]. Over the past [mention the time period], I have made several attempts to resolve this matter without resorting to legal action. These efforts have included [detail any steps

you've taken, such as phone calls, emails, meetings, or mediation]. However, despite these efforts, the issue remains unresolved, leaving me no choice but to escalate the matter.

The nature of the dispute includes several critical issues that require immediate attention. First and foremost, [Issue 1, e.g., the breach of contract that occurred when...]. This breach has resulted in [describe the specific consequences, such as financial losses, project delays, reputational harm, etc.]. Additionally, [Issue 2, if applicable, such as the failure to perform agreed-upon services or to deliver goods as promised]. These issues are not only breaches of our agreement but have also led to [further describe the negative impacts on you or your business]. Given the severity of these issues, I must take legal action to seek appropriate remedies and hold you accountable for the damages incurred.

In light of the seriousness of this situation, I am formally requesting that you take immediate steps to rectify these issues. Specifically, I am asking that you [state your demand, such as pay the outstanding amount of \$X, fulfill the contract obligations, repair the damages, etc.]. I believe that resolving this matter without litigation is in the best interest of both parties. However, if this issue is not addressed within [a specific timeframe, such as 10 business days] from the date of this letter, I will have no alternative but to initiate legal proceedings in [appropriate court or jurisdiction]. In such a case, I will seek full compensation for all damages, including [mention what you intend to claim, such as financial losses, legal fees, interest, etc.].

I urge you to consider this letter seriously. Litigation can be a lengthy and costly process, and it is my preference to avoid such measures if possible. Nonetheless, I am prepared to take whatever steps are necessary to protect my rights. I hope that you will choose to resolve this matter promptly and in good faith to avoid further escalation. Please direct any correspondence or settlement offers to me at the contact information provided above. I am willing to discuss this matter further if it will lead to a resolution that is fair and just for both parties.

Thank you for your immediate attention to this matter. I look forward to your prompt response and hope that we can resolve this issue without the need for legal action.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Signature (if sending a hard copy)]