

# LETTER OF INTENT TO SUE

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

## I. SENDER INFORMATION

Sender's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## II. RECIPIENT INFORMATION

Recipient's Name/Entity: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_

## III. SUBJECT: NOTICE OF INTENT TO INITIATE LEGAL ACTION

Dear \_\_\_\_\_,

This letter serves as a formal notice of my (or "our," if applicable) intent to initiate legal action against you (or "your entity," if applicable) for damages and/or specific performance arising from the events described herein. This letter is an attempt to resolve this matter amicably and avoid the necessity of litigation.

## IV. BASIS OF CLAIM

The basis of this claim arises from the following facts and circumstances:

\_\_\_\_\_  
\_\_\_\_\_



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This demand must be satisfied within \_\_\_\_\_ ( \_\_\_\_\_ ) calendar days from the date of this letter.

**VI. CONSEQUENCES OF NON-COMPLIANCE**

Please be advised that if the aforementioned demand is not met within the specified timeframe, I (or "we") will proceed with filing a lawsuit against you (or "your entity") in the appropriate court without further notice. This legal action may seek full compensation for all damages incurred, including but not limited to, the principal amount, interest, court costs, and attorney's fees, as permitted by law.

**VII. RESERVATION OF RIGHTS**

This letter is not intended to be a full and complete statement of all facts, claims, or damages. I (or "we") reserve all rights to pursue any and all available legal remedies, including but not limited to, seeking additional damages, injunctive relief, or any other relief deemed appropriate by a court of law. Nothing in this letter shall be construed as a waiver of any rights or remedies.

We encourage you to seek legal counsel immediately to discuss this matter.

Sincerely,

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[SENDER'S ROLE/TITLE, if applicable]

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_