

Letter of Initiation of Civil Litigation for Breach of Contract

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Defendant's Name]
[Defendant's Address]
[City, State, Zip Code]

Dear [Defendant's Name],

I am writing to formally notify you of my intent to initiate civil litigation against you for breach of contract. The contract in question was entered into on [Date of Contract] regarding [Brief Description of Contract].

As per the terms of the agreement, [Briefly outline the obligations and terms of the contract]. However, you have failed to [Describe the breach of contract and related issues]. Despite my attempts to resolve this matter informally on [List dates of previous communications], we have been unable to come to a satisfactory resolution.

I request that you take immediate steps to rectify the breach by [State what you want the defendant to do], and I expect a response by [Set a deadline for response]. If I do not receive a satisfactory response, I will have no choice but to pursue legal action to protect my rights and interests.

Please be advised that this letter serves as legal notice of my intent to commence litigation, and I strongly recommend consulting with legal counsel regarding this matter.

Thank you for your prompt attention to this serious issue.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]