

# Letter of Initiation of Civil Litigation

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

[Date]

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

Dear [Recipient's Name],

Re: Notice of Initiation of Civil Litigation - Family Law Matters

I hope this letter finds you well. I am writing to formally notify you of the initiation of civil litigation regarding the following family law matters:

- [Brief description of the first matter, e.g., child custody]
- [Brief description of the second matter, e.g., child support]
- [Additional matters as necessary]

This action has been initiated in the [Court Name] located at [Court Address]. The case number is [Case Number]. The formal complaint has been filed, and you will receive a summons shortly.

I encourage you to seek legal counsel regarding this matter. It is important that we address these issues promptly and amicably to avoid unnecessary disputes.

If you wish to discuss this matter or have any further questions, please feel free to contact me at your earliest convenience.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]