

Letter of Initiation of Civil Litigation

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Re: Initiation of Civil Litigation for Property Damage

Dear [Recipient's Name],

I am writing to formally initiate civil litigation regarding property damage I sustained on [insert date of the incident] at [insert location of incident].

The details of the incident are as follows:

- Description of the incident: [Provide a brief description]
- Damages incurred: [List and describe damages]
- Estimated cost of damages: [Insert cost]

Despite my attempts to resolve this matter amicably, it has become apparent that further action is necessary. Therefore, I intend to file a complaint in the appropriate court unless we can reach a satisfactory agreement prior to that time.

Please acknowledge receipt of this letter and provide a written response within [insert timeframe, e.g., 14 days] from the date above.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]