

Notice of Intent to Initiate Business Litigation

Date: [Insert Date]

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

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

Dear [Recipient's Name],

This letter serves as formal notice of our intent to initiate legal proceedings against [Company's Name] concerning [brief description of the dispute]. Despite our efforts to resolve this matter amicably, we have been unable to reach a satisfactory agreement.

We hereby notify you that unless a resolution is reached by [insert specific date], we will proceed with legal action to protect our interests.

Please consider this letter as our final attempt to resolve this matter prior to initiating litigation.

We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]