

Notice of Intention to Pursue Legal Action

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as formal notice of my intention to pursue legal action against you and/or [Company/Organization Name] regarding [briefly describe the issue, e.g., breach of contract, unpaid invoices, etc.]. Despite previous communications on this matter, I have not received a satisfactory response or resolution.

To avoid further legal proceedings, I request that you [state your demands, e.g., pay the outstanding amount, fulfill the contract terms, etc.] by [provide a specific deadline, e.g., 30 days from the date of this letter]. Failure to comply will result in my pursuing legal remedies available to me under the law.

I hope we can resolve this matter amicably and swiftly without the need for a lawsuit.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]