

Legal Intent Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally notify you of our intent regarding [specific matter or issue]. We believe that it is important to address this situation promptly and effectively to ensure all parties are aware of our position.

We intend to [describe the intention briefly, e.g., pursue legal action, resolve a dispute, etc.], and we request your cooperation in this matter. We recommend that you seek legal counsel to fully understand the implications of this notification.

Please respond within [insert time frame] to discuss this matter further. Your prompt attention to this issue is appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]