

Notice of Intent to Initiate Legal Action

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

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

Dear [Recipient's Name],

This letter serves as a formal notice of my intent to initiate legal action against [Recipient's Company/Organization Name] for [briefly state the reason for the legal action, e.g., breach of contract, failure to pay, etc.]. Despite previous communications regarding this matter, I have not received a satisfactory resolution.

Per our records, I have made multiple attempts to resolve this issue through [mention previous attempts, e.g., emails, phone calls], but unfortunately, I have yet to see any action taken.

Please consider this letter as my final attempt to resolve the matter amicably. I request that you respond within [insert time frame, e.g., 14 days] from the date of this letter to avoid further legal proceedings.

If I do not receive a response or if the issue is not resolved by [insert deadline], I will have no choice but to escalate this matter through legal channels, including but not limited to filing a lawsuit.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]