

# Letter of Intent for Formal Legal Action

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intent to initiate legal action regarding [briefly describe the issue or dispute, e.g., breach of contract, property damage, etc.]. Despite previous attempts to resolve this matter amicably, we have been unable to reach a satisfactory resolution.

The details of the situation are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

As a result, I have no alternative but to consider legal proceedings to protect my rights and interests. I urge you to take this matter seriously and to reach out to me within [specify a timeframe, e.g., 14 days] to discuss a possible resolution. Failure to respond may leave me no choice but to file a lawsuit.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]