

Letter of Intention to Pursue Legal Rights

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my intention to pursue my legal rights regarding [briefly describe the situation or issue, e.g., a breach of contract, discrimination, etc.]. After careful consideration and consultation, I believe that my rights have been violated, and I am prepared to take the necessary steps to seek redress.

Please consider this letter as a preliminary notice of my claims. I would appreciate the opportunity to discuss this matter further in hopes of resolving it amicably before taking any legal action. Please respond by [insert a date, typically 10-14 days from the date of the letter] to indicate your willingness to discuss this situation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]