

Letter of Intent to Initiate Legal Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 against you for [brief description of the issue, e.g., breach of contract, unpaid debt, etc.]. Despite my previous attempts to resolve this matter amicably, including [list any previous communications or negotiations], I have been left with no choice but to consider legal recourse.

This letter serves as a final opportunity for you to address this issue by [specific demand, e.g., making payment, ceasing certain actions, etc.] by [specific deadline]. Failure to do so will compel me to take further legal action without further notice.

Should you wish to discuss this matter further, please feel free to contact me at [your phone number] or [your email address]. I hope we can resolve this issue promptly and avoid legal proceedings.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]