

# Legal Action Intent Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of our intent to initiate legal action against you concerning [briefly describe the issue, e.g., "breach of contract," "failure to pay," etc.]. Despite our previous attempts to resolve this matter amicably, we have not received a satisfactory response from you.

As per [refer to any relevant laws or contractual agreements], you are obligated to [state the obligations]. Our records indicate that you have failed to comply with these obligations. The details of our claims are as follows:

- [Claim 1]
- [Claim 2]
- [Claim 3]

If we do not receive a response by [insert deadline, e.g., "30 days from the date of this letter"], we will have no choice but to initiate legal proceedings to seek remedy.

Please consider this matter seriously and respond at your earliest convenience to avoid further legal actions.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]