

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Litigation Notification

Dear [Recipient's Name],

I am writing to formally notify you of the intention to initiate litigation regarding [brief description of the matter]. This action will be taken due to [reason for litigation, e.g., breach of contract, failure to comply with agreement, etc.].

As per the terms outlined in [mention any relevant agreement or contract], we believe that we have valid claims against you. Despite our attempts to resolve this matter amicably, [mention any previous communications or negotiations].

Please consider this letter as a final opportunity to resolve this dispute prior to formal legal action being taken. We are willing to discuss settlement options until [specific date]. If we do not hear from you, we will have no choice but to proceed with legal proceedings.

To discuss this matter further, please contact me directly at [your phone number] or [your email address].

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]