

# Letter of Intent to Commence Legal Proceedings

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intent to commence legal proceedings against you regarding [brief description of the issue, e.g., breach of contract, negligence, etc.].

Despite previous communications on [date(s) of previous communications], the matter has not been resolved satisfactorily. I have made repeated attempts to address this issue, including [brief mention of attempts made].

As a result of your actions, I have suffered [describe damages or loss]. I believe that legal action is necessary to seek a resolution.

I am requesting that you respond to this letter within [number of days, e.g., 14 days] to discuss a potential resolution before any legal action is initiated. If I do not hear from you by that date, I will proceed with filing a lawsuit.

Thank you for your attention to this matter.

Sincerely,

[Your Name]