

# Pre-Litigation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intention to pursue legal action regarding [briefly describe the issue, e.g., "the unpaid invoice dated [insert date]"]. Despite multiple attempts to resolve this matter amicably, I have not received a satisfactory response.

This letter serves as a final attempt to reach an agreement before I proceed with litigation. I request that you [state what you want, e.g., "settle the amount owed by [insert deadline]"] to avoid further legal action.

Please consider this matter seriously. If I do not receive a response by the deadline, I will have no choice but to proceed with legal action to enforce my rights.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title if applicable]