

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Intent to Escalate Landlord-Tenant Matter

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally inform you of my intention to escalate my current landlord-tenant matter regarding [briefly describe the issue, e.g., unresolved maintenance issues, non-return of security deposit, etc.] to legal counsel.

Despite my previous communications and attempts to resolve this matter amicably, [briefly describe the actions you have taken, e.g., dates of communication, any repairs requested, etc.], I have not received a satisfactory response or resolution.

As you are aware, this situation has caused [mention any distress or inconvenience]. I would prefer to resolve this issue without legal intervention; however, I must protect my rights as a tenant.

Therefore, this letter serves as a final notice before I seek legal advice. I hope we can resolve this matter promptly before taking further action.

Please contact me by [specific date] to discuss a resolution. I appreciate your attention to this urgent matter.

Sincerely,

[Your Name]