

Letter of Intent to Initiate Civil Litigation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Intent to Initiate Civil Litigation

I hope this letter finds you well. I am writing to formally notify you of my intention to initiate civil litigation regarding [brief description of the dispute]. Despite our previous attempts to resolve this matter amicably, we have been unable to reach a satisfactory agreement.

The nature of the dispute involves [provide a brief overview of the circumstances surrounding the issue]. I believe that it is in our best interests to resolve this matter promptly and would like to offer one last opportunity for settlement before proceeding with legal action.

Please consider this letter as a formal demand for [specific action or remedy sought] to be completed by [deadline]. If we do not receive a response by this date, I will have no choice but to pursue legal remedies available to me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]