

Letter of Intent for Legal Action

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Intent to Initiate Legal Action Regarding [Project Name/Description]

I am writing to formally notify you of our intent to pursue legal action concerning the ongoing issues related to the [Project Name] located at [Project Location]. Despite our numerous attempts to resolve these matters amicably, we have not seen satisfactory progress or resolution.

As outlined in our previous correspondence dated [Insert Date], the following issues remain unresolved:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We request that you address these matters within [number of days] days to avoid escalation to legal proceedings. If we do not receive a satisfactory response by [Insert Response Deadline], we will have no choice but to proceed with legal action to protect our interests.

We hope to resolve this matter without further escalation and look forward to your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]