

Letter of Intent to Sue

Date

TO

FROM

Subject Letter of Intent to Sue

Dear _____,

I am writing to formally notify you of my intent to pursue legal action concerning the matter described below unless it is resolved within the time specified in this letter.

The purpose of this letter is to provide you with notice of the dispute, summarize the basis of my claim, and offer an opportunity to resolve the matter before legal proceedings are initiated. This letter is intended to encourage a timely and reasonable resolution and should not be interpreted as a complete statement of all facts, legal claims, or remedies that may be asserted.

Background

On or about _____, the following events occurred:

Despite previous discussions, correspondence, or other efforts to resolve this matter, the dispute remains unresolved.

Basis of the Claim

Based on the facts presently known, I believe that your actions and/or omissions have caused me to suffer damages or other losses, including but not limited to:

-
-
-
-

The claim is based on the following grounds:

Supporting Information

The following information and documentation support this claim:

-
-
-
-
-
-
-

Additional evidence may be provided if legal proceedings become necessary.

Opportunity to Resolve

To avoid litigation, I request that you take the following action:

If monetary payment is requested:

- Requested Settlement Amount:
- Please provide a written response no later than _____.

If you wish to discuss settlement or propose an alternative resolution, please contact me before the response deadline.

Notice of Intended Legal Action

If this matter is not resolved by the response deadline, I intend to pursue all remedies available through the appropriate legal process without further notice.

Such action may include filing a lawsuit seeking recovery of damages, costs, interest where permitted by applicable law, and any other relief that may be available.

Nothing contained in this letter limits or waives any rights, claims, defenses, or remedies that may now exist or arise in the future.

Preservation of Evidence

You are requested to preserve all documents, communications, electronic records, photographs, recordings, contracts, invoices, and any other information relating to this matter. Destruction or alteration of relevant evidence may affect future legal proceedings.

Reservation of Rights

This letter is provided as an attempt to resolve the dispute before litigation. It is not intended to be a complete statement of the facts or legal issues involved and should not be interpreted as a waiver of any rights or remedies.

I reserve the right to amend, supplement, or pursue additional claims as permitted by applicable law.

Thank you for your prompt attention to this matter. I encourage you to respond within the time provided so that we may resolve this dispute without court involvement.

Sincerely,

Sender

Name

Date

Signature



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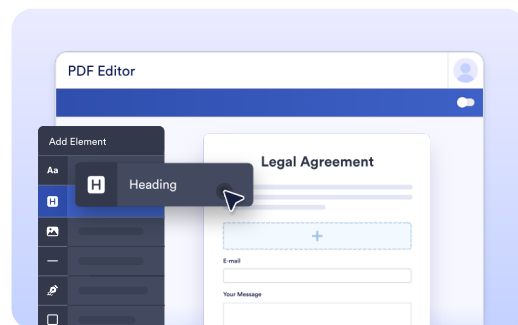
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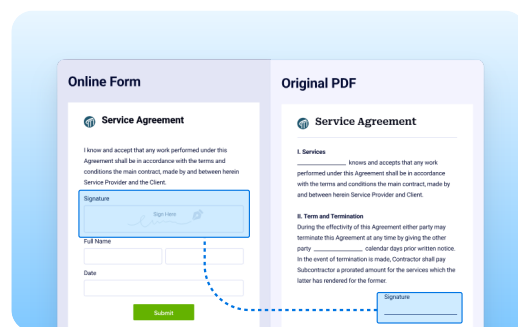
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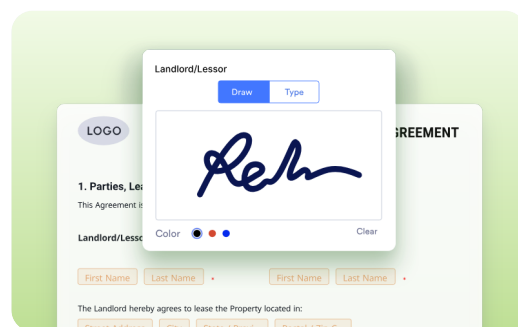
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