

**\*\*Small Claims Court Letter Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Small Claims Court Notice/Letter of Intent

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you of my intent to pursue a claim in small claims court regarding [brief description of the issue, e.g., unresolved payment, damages incurred, etc.].

**\*\*Details of the Claim:\*\***

- **\*\*Date of Incident:\*\*** [insert date]

- **\*\*Amount in Dispute:\*\*** [insert amount]

- **\*\*Description of the Issue:\*\*** [provide a brief, clear description of what happened, including any attempts made to resolve the matter directly]

I have attempted to resolve this situation amicably by [describe any communication or attempts to resolve], but unfortunately, we have not reached a satisfactory resolution.

As such, I will be filing a claim with [Name of Small Claims Court] on or after [insert date you plan to file]. If you wish to discuss this matter or settle the issue before it escalates to court, please contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]