

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

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

Subject: Letter of Intent for Small Claims

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intent to pursue a small claims action regarding [briefly describe the issue, e.g., unpaid debts, damages, etc.].

Details of the situation are as follows:

- ****Date of Incident:**** [Insert date]
- ****Description:**** [Provide a brief description of what occurred]
- ****Amount in Dispute:**** [Insert amount]

I have attempted to resolve this matter amicably by [describe any previous communication or attempts to settle], but unfortunately, we have not reached a satisfactory agreement. Therefore, I feel it is necessary to take further action.

Please consider this letter as notice of my intent to file a claim in small claims court should we not resolve this matter by [insert a specific date, usually 15-30 days from the date of this letter].

I encourage you to contact me at your earliest convenience to discuss a resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]