

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

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

Subject: Notice of Intent

Dear [Recipient's Name],

I am writing to formally notify you of my intent regarding [specific intent, e.g., lease termination, complaint, etc.]. As per [relevant agreement, policy, or law], I intend to [briefly explain the action you plan to take].

Please take note of the following details:

- Effective date of action: [date]
- Relevant terms or conditions: [any pertinent details]

I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]