

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

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

Subject: Demand for Resolution Regarding Lawsuit

Dear [Recipient's Name],

I am writing to formally demand resolution regarding the issue related to [briefly describe the issue, e.g., contract violation, personal injury, etc.] that has arisen as a result of [mention specific event or incident].

As per [refer to any relevant agreement, law, or regulation if applicable], I believe I am entitled to [specify what you are claiming, e.g., compensation, damages, etc.]. The specifics of my claim are as follows:

1. ****Description of Incident****: [Provide a brief description of the incident or breach]
2. ****Damages Incurred****: [Detail any damages or losses you have experienced]
3. ****Legal Grounds****: [Cite the basis of your claim]

In light of these circumstances, I demand the following:

- [List specific actions you want the recipient to take, such as payment of damages, a settlement offer, etc.]

Should this matter not be resolved by [set a reasonable deadline, e.g., 30 days from the date of this letter], I will have no choice but to pursue legal action to protect my rights and interests.

Please respond to this letter by [date] to discuss the resolution of this matter. I hope we can resolve this issue amicably without further legal proceedings.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]