

[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: Legal Notice of Intent to Initiate Lawsuit

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my intent to initiate legal proceedings against [Company/Organization Name] regarding [briefly state the issue, e.g., "breach of contract," "negligence," etc.].

The details of my concerns are as follows:

- [Provide a concise summary of the incident or issue, including dates and key facts]
- [Mention any relevant documents or evidence you possess]
- [Indicate any previous communications regarding this matter]

I request that you address this issue promptly to avoid further legal action. Kindly respond to this notice by [specific date, typically 10-15 days from the date of this letter].

Failing to respond appropriately may compel me to pursue this matter through the legal system, which I wish to avoid.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]