

LETTER OF INTENT TO SUE WITH SETTLEMENT DEMAND

FORMAL NOTICE OF CLAIM AND OPPORTUNITY TO RESOLVE DISPUTE

Date: _____ [Insert Date of Letter]

Via: _____ [Certified Mail / Email / Personal Delivery / Other Method]

To:

_____ [Full Legal Name of Recipient]
_____ [Title, if applicable]
_____ [Company Name, if applicable]
_____ [Street Address]
_____ [City, State, ZIP Code]

From:

_____ [Full Legal Name of Claimant]
_____ [Street Address]
_____ [City, State, ZIP Code]
_____ [Phone Number]
_____ [Email Address]

Purpose of This Letter

This Letter of Intent to Sue ("Letter") serves as formal notice that _____ [Full Legal Name of Claimant] intends to pursue legal action against _____ [Full Legal Name of Recipient] if the matter described below is not resolved within the time specified in this Letter.

This Letter is sent in good faith to provide an opportunity to resolve the dispute prior to the initiation of formal legal proceedings.

Parties

Claimant: _____ [Full Legal Name of Claimant]

Respondent: _____ [Full Legal Name of Individual or Entity Alleged to Be Liable]

Relationship Between the Parties: _____ [Describe the Nature of the Relationship, e.g., Employer-Employee, Business Partners, Customer-Vendor]

Background and Description of Dispute

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On or about _____ [Relevant Date(s)], the following events occurred:

_____ [Provide a Detailed Description of the Facts Giving Rise to the Claim]

As a result of the above actions or omissions, Claimant has suffered the following harm or damages:

_____ [Describe the Nature of the Harm or Damages Suffered]

Legal Basis of Claim

Claimant asserts that the above-described conduct constitutes:

_____ [Identify the General Nature of the Claim, e.g., Breach of Contract, Negligence, Nonpayment of Debt, Property Damage, Personal Injury, etc.]

Claimant reserves all rights and remedies available under applicable federal and state laws in the United States.

Damages and Settlement Demand

As a result of the conduct described above, Claimant has incurred damages in the amount of:

\$ _____ [Total Dollar Amount Demanded]

This amount is calculated as follows:

_____ [Itemized Breakdown of Damages, if Applicable]

Claimant hereby demands payment of \$ _____ [Settlement Amount] to resolve this matter in full.

Payment must be made no later than _____ [Deadline Date for Payment, e.g., 14 or 30 Days from Date of Letter].

Payment shall be made by: _____ [Specify Acceptable Payment Method and Instructions].

Opportunity to Cure or Respond

If you believe this claim is disputed, you are invited to provide a written response no later than _____ [Response Deadline Date].

Failure to respond or to resolve this matter within the time stated may result in the filing of a lawsuit without further notice.

Reservation of Rights

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Nothing in this Letter shall be deemed a waiver of any rights, claims, remedies, or causes of action available to Claimant, all of which are expressly reserved.

This Letter is intended as a pre-litigation settlement communication.

Governing Law and Venue

Any legal action arising from this dispute may be filed in a court of competent jurisdiction located in _____ [County and State], United States of America, as permitted by applicable law.

Signature

Sincerely,

_____ [Full Legal Name of Claimant]

This document is provided as a general template and does not constitute legal advice. Laws and procedural requirements may vary by state and by the specific circumstances of your case. For advice regarding your particular situation, you should consult a licensed attorney qualified to practice law in the relevant jurisdiction within the United States.