**LETTER OF INTENT TO SUE**

[SENDER'S NAME]

[SENDER'S ADDRESS]

[SENDER'S PHONE]

[SENDER'S E-MAIL]

Effective Date: [EFFECTIVE DATE]

**RE: Notice of Intent to File Lawsuit**

Dear [DEFENDANT'S NAME],

This letter of intent to sue shall serve as a formal notice that [PLAINTIFF'S NAME] intends to commence a lawsuit against you due to the following: [REASON FOR LAWSUIT]

**I. The Plaintiff**. [PLAINTIFF'S NAME] (the “Plaintiff”).

**II. The Defendant**. [DEFENDANT'S NAME] (the “Defendant”).

**III. Settlement Demand**. As a result of your actions, the Plaintiff seeks relief in the form of:

- Payment in the amount of [SETTLEMENT AMOUNT (IN TEXT)] Dollars ($[SETTLEMENT AMOUNT (NUMERICAL)])

- Other: [OTHER SETTLEMENT DEMAND]

This offer to cure and/or settle this matter outside of court and avoid a lawsuit is valid for [#] days from the Effective Date.

**IV. Governing Law**. This Letter of Intent shall be governed under the laws of the State of [STATE WHERE LAWSUIT WILL BE FILED].

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)