**LETTER OF INTENT TO SUE**

[MM/DD/YYYY]

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, ZIP]

[RECIPIENT NAME]

[RECIPIENT STREET ADDRESS]

[RECIPIENT CITY, STATE, ZIP]

**RE:** [LETTER SUBJECT]

This letter of intent to sue shall hereby be considered formal notice that [PLAINTIFF NAME] intends to file a lawsuit against you if you do not comply with the settlement demands set out in this letter.

The lawsuit that will be filed against you pertains to the following dispute:

[DESCRIBE DISPUTE BETWEEN PARTIES]

In order to avoid the lawsuit, you must comply with the following settlement demands:

[EXPLAIN SETTLEMENT DEMANDS]

The settlement demands described above must be made by [MM/DD/YYYY], which is no later than [DAYS BEFORE DEADLINE] days after service of this letter. To discuss the settlement, please contact [ENTER CONTACT INFORMATION].

This letter is not intended to be a comprehensive statement of all relevant law and facts and should not be interpreted as a waiver or relinquishment of any of my rights or remedies, whether legal or equitable, all of which are hereby expressly reserved, including my right to all available remedies including, but not limited to, the recovery of costs and attorneys' fees.

This letter shall be governed under the laws of the state of [STATE NAME].

Sincerely,

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

[SENDER PRINTED NAME]

[Print Name]