

# LETTER OF INTENT TO SUE

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE:** \_\_\_\_\_

This letter of intent to sue shall hereby be considered formal notice that \_\_\_\_\_ 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:

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

The settlement demands described above must be made by \_\_\_\_\_, which is no later than \_\_\_\_\_ days after service of this letter. To discuss the settlement, please contact \_\_\_\_\_.

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 the sending party's rights or remedies, whether legal or equitable, all of which are hereby expressly reserved, including their 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 \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_  
[Print Name]