

[Your name and address]

[Date]

[Name and address]

Re: Notice of Intent to Sue

Dear _____:

This letter is to put you on notice that I have a claim against you [your company, _____] for _____ (describe claim).

The claim has not been resolved and unless it is resolved within ____ days from the date of this notice, I intend to bring suit against you [your company] for (damages or specify relief).

To resolve the dispute or claim, I am willing to settle for the following: (state settlement offer). This offer is good until _____.

Unless resolved in accordance with the terms of this letter, you will be served with my Court Complaint.

Your attention is appreciated.

Sincerely,

[signed]

cc: file
[your attorney's name if you have one]