

# Notice of Intent to Sue for Breach of Contract

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

**To:** [Name of Opposing Party]

**Address:** [Opposing Party's Address]

**From:** [Your Name]

**Address:** [Your Address]

**Email:** [Your Email Address]

**Phone:** [Your Phone Number]

## Subject: Notice of Intent to Sue for Breach of Contract

Dear [Opposing Party Name],

This letter serves as formal notice of my/our intention to initiate legal proceedings against you for breach of contract relating to the agreement dated [Date of Contract] (the "Contract").

The breach pertains to the following terms:

- [Clearly describe the breached contract term(s)]
- [Provide dates, amounts, and nature of non-performance or violation]

Despite previous requests to remedy this breach, as of today, the following issues remain unresolved:

- [List outstanding issues or damages]

**Demand:** I/we hereby demand that you cure the aforementioned breach(es) by performing the following corrective actions:

- [Specify what is required to resolve the issue, e.g., payment amount, action to be taken]

within [number of days, e.g., 10] days of receipt of this notice.

Should you fail to comply within the stipulated timeframe, I/we reserve the right to pursue all available legal remedies, including filing a lawsuit for damages and other relief.

This Notice of Intent to Sue is sent in good faith, seeking to resolve this matter prior to commencing legal action.

Sincerely,

\_\_\_\_\_  
[Your Name]

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*The Notice of Intent to Sue form sample is a crucial document used to formally announce the intention to file a lawsuit for breach of contract. It clearly outlines the grounds for the claim and urges the opposing party to resolve the dispute before legal action is taken. Utilizing this form can help protect your rights and facilitate communication between parties involved.*