

NOTICE OF INTENT TO FILE LAWSUIT

DATE: _____ **FROM (Creditor/Claimant):** [CREDITOR NAME] [ADDRESS] [CITY, STATE ZIP] [PHONE] **TO (Debtor/Defendant):** [DEBTOR NAME] [DEBTOR ADDRESS] [CITY, STATE ZIP] **RE: NOTICE OF INTENT TO FILE LAWSUIT** Dear [DEBTOR NAME]: This letter is formal notice that [CREDITOR NAME] intends to file a lawsuit against you in California Superior Court within the next 7 (seven) calendar days. **AMOUNT IN DISPUTE:** \$[AMOUNT OWED] **CLAIM DETAILS:** • Invoice Number: [INVOICE NUMBER] • Invoice Date: [DATE] • Description: [DESCRIPTION OF GOODS/SERVICES] • Original Due Date: [DATE] • Current Status: [STATUS] **LAST OPPORTUNITY TO SETTLE:** You have 7 calendar days from the date of this letter to settle this matter. If we do not receive full payment of \$[AMOUNT] plus any accrued costs by [DATE], we will proceed with filing a lawsuit against you. Payment should be made to: [PAYMENT INSTRUCTIONS] **COURT INFORMATION:** If this matter proceeds to litigation, the lawsuit will be filed in California Superior Court with jurisdiction over [COUNTY] County. **COSTS YOU WILL INCUR:** Should we file a lawsuit and obtain judgment against you, you will be responsible for: • Court filing fees • Costs of service of process • Attorney fees • Court costs and disbursements • Pre-judgment interest (where applicable) • Post-judgment interest **SETTLEMENT OFFER:** [CREDITOR NAME] is willing to settle this matter for \$[SETTLEMENT AMOUNT], payment to be made by [DATE]. This is your final opportunity to resolve this matter outside of court. Sincerely, [YOUR SIGNATURE] [YOUR PRINTED NAME] [CREDITOR NAME]