

Notice of intent to file a lawsuit

Your Name _____

Your Address _____

Your SSN _____

Credit Bureau's Name _____ Date _____

Credit Bureau's Address _____

Re: Account No. _____

Dear Sir/Madam,

This is to remind you that I have already filed a case against you on _____. The pre-trial conference is to be held on _____ at _____ in courtroom number _____. The case number is _____. I am enclosing a copy of the lawsuit that I filed against you on _____.

<State your reason for filing the case>

I need a reply in writing and on time. I have already won similar lawsuits. If you make sure you'll contact me before _____ at _____ and you agree to the terms mentioned above, you shall not have to appear in court.

[If you have any item to be added or deleted from your credit report, please enlist it here].

Yours sincerely,

Your Signature

Your Name