

Business Litigation Warning Letter

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Business Litigation Warning

Dear [Recipient's Name],

I am writing to formally address a matter of growing concern regarding our ongoing business relationship. Despite our previous attempts to resolve this issue amicably, it has come to my attention that [describe the specific issue or breach].

As of today, [insert relevant facts, deadlines, and previous communications]. This situation is unacceptable and could lead to irreparable harm to my company.

We believe it is in both parties' best interests to resolve this matter promptly. Therefore, we request that you [state your demands clearly]. If we do not receive a satisfactory response by [set a deadline], we will have no choice but to pursue legal action to protect our rights and interests.

We hope to resolve this issue without the need for litigation and look forward to your prompt reply.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]