

Formal Business Litigation Notification

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Litigation Notification

This letter serves as formal notification regarding the ongoing litigation matter between [Your Company] and [Recipient Company], pertaining to [brief description of the issue].

Despite our previous attempts to resolve this issue amicably, we find ourselves with no option but to pursue legal action. We have initiated proceedings against your company in [Court/Tribunal Name] under case number [Case Number] as of [Date of Filing].

We urge you to consult with your legal counsel to discuss the implications of this matter. Should you wish to engage in settlement discussions, please contact our office no later than [Deadline Date].

We hope to resolve this matter promptly and amicably.

Sincerely,

[Your Name]

[Your Title]

[Your Company]