

Legal Action Notice

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intention to take legal action against [Company Name] concerning [briefly describe the issue, e.g., unpaid invoices, breach of contract]. Despite my previous communications regarding this matter on [insert dates of previous communications], I have not received a satisfactory resolution.

As per the contract dated [insert date], it is clear that [Company Name] is obligated to [describe obligations]. However, [describe how the company has failed to meet these obligations, providing specific details].

Please consider this letter as a final opportunity to resolve the matter amicably. I strongly urge you to address this issue by [insert a specific deadline, e.g., two weeks from the date of this letter]. If I do not receive a satisfactory response within this time frame, I will have no choice but to initiate legal proceedings.

Thank you for your attention to this serious matter. I hope we can resolve this issue without the need for further action.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position] (if applicable)
[Your Company Name] (if applicable)