

# Urgent Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notice regarding [describe the issue briefly, e.g., unpaid invoice, breach of contract, etc.]. Despite previous attempts to resolve this matter amicably, we have yet to receive an appropriate response or action from your side.

Please consider this as a final opportunity to [describe the required action, e.g., settle the outstanding balance, fulfill your contractual obligations, etc.]. We kindly request that you respond to this notice by [insert deadline, e.g., date] to avoid further escalation of this matter.

If we do not receive a satisfactory response by the deadline mentioned, we will have no choice but to take legal action to protect our rights and interests.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]