

# Legal Action Warning Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you of my intention to pursue legal action against you regarding [briefly describe the issue]. Despite my previous communications on [list any previous dates of communication], the matter remains unresolved.

This letter serves as a final warning before taking legal actions to recover [mention any losses, damages, or claims]. I strongly advise you to respond to this correspondence by [insert a deadline] so we may resolve this issue amicably.

If you fail to respond by the specified date, I will initiate legal proceedings without further notice.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]