

# Advisory on Potential Legal Dispute

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Advisory Regarding Potential Legal Dispute

I am writing to inform you of a matter that may potentially lead to a legal dispute. It has come to our attention that [briefly describe the situation or issue]. We believe that this may result in [possible consequences, such as litigation or loss].

We recommend that all parties involved consider the following actions:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

Please take this advisory seriously and consider seeking legal counsel to address this matter appropriately.

Feel free to reach out to me directly should you have any questions or require further clarification.

Thank you for your prompt attention to this serious issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]  
[Your Position]  
[Your Company]