

# Formal Notification of Impending Legal Actions

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],

We are writing to formally notify you of our intention to initiate legal action concerning [briefly describe the issue, e.g., failed payment, breach of contract, etc.]. Despite our previous communications on [insert dates of prior communication], we have not received a satisfactory response or resolution.

Should this issue remain unresolved by [insert deadline], we will have no choice but to proceed with legal actions to protect our rights and interests.

Please consider this letter as a final opportunity to address this matter amicably.

We hope to resolve this issue promptly.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]