

Notification of Legal Claims Initiation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Legal Claims Being Initiated

Dear [Recipient Name],

I am writing to formally notify you that I have initiated legal claims against you regarding [brief description of the issue, e.g., breach of contract, injury, etc.]. The claims are based on [specific reasons or incidents].

This communication serves to inform you that legal action has been taken as of [date of initiation], and the matter has been submitted to [relevant legal authority or court].

It is advised that you seek legal counsel to address this matter promptly. Please respond to this notification by [specific date], to discuss the claims or explore potential resolution options.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]