

Legal Action Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as formal notification of potential legal action concerning [brief description of the issue or matter]. Despite previous communications and attempts to resolve this matter amicably, we have not received a satisfactory response.

As of this date, we are prepared to initiate legal proceedings if the issue is not resolved by [insert deadline]. We encourage you to consider this matter seriously and take appropriate action to prevent escalation.

Please respond to this notification by [insert response deadline] to discuss possible resolutions or to confirm your understanding of our position.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]