

Legal Proceedings Alert

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal notice regarding impending legal proceedings that may involve [brief description of the matter].

We have made attempts to resolve the issue amicably; however, due to the lack of suitable resolution, we find it necessary to inform you of possible legal actions.

Please consider this as an opportunity to address and resolve the matter before further actions are taken.

We appreciate your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]