

Letter of Caution Before Litigation

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],

Subject: Caution Before Initiating Legal Action

I am writing to formally address the matter of [briefly describe the issue, e.g., unpaid invoice, breach of contract, etc.]. This situation has become increasingly concerning, and I feel compelled to bring it to your attention before pursuing any legal remedies.

As of [insert date], the amount of [insert amount] remains outstanding despite previous communications regarding this matter. I have made several attempts to resolve this issue amicably, including [briefly outline previous attempts to resolve the situation].

Please consider this letter a final opportunity to resolve our dispute without resorting to litigation. I kindly request that you address this matter within [insert time frame, e.g., 15 days] from the date of this letter. Should I not receive a satisfactory response, I may be forced to pursue legal action to recover the amount owed.

I believe it is in our mutual interest to resolve this matter amicably and avoid unnecessary legal expenses. Should you wish to discuss this further, please do not hesitate to contact me at [insert your phone number or email].

Thank you for your attention to this matter.

Sincerely,

[Your Name] [Your Title/Position, if applicable]