

# Forewarning of Potential Legal Claims

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of our intentions regarding recent events that may lead to potential legal claims. Despite our efforts to resolve this matter amicably, we feel it necessary to forewarn you of our rights and possible actions.

Details of the issue involve [briefly describe the situation, e.g., contract disputes, damages, etc.]. We believe this situation warrants further attention and may have legal implications.

Please consider this letter as a step towards resolution. We hope to discuss this matter with you at your earliest convenience to avoid any legal proceedings.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Title or Position] (if applicable)