

# Formal Notice of Potential Legal Action

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice regarding potential legal action that may be taken against you regarding [briefly describe the issue or dispute]. Despite previous attempts to resolve this matter amicably, we have yet to reach a satisfactory conclusion.

We kindly request that you take immediate steps to address the situation by [insert specific demand or resolution sought], no later than [insert deadline]. Failure to comply may result in legal action to protect our interests.

Please consider this letter as an opportunity to resolve the matter outside of litigation. We hope to hear from you soon with a constructive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]