

# Notification of Potential Legal Action

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

This letter serves as a formal notification regarding potential legal action related to [briefly describe the issue, e.g., unpaid debts, contract disputes]. Despite previous communications on this matter, we have not received a satisfactory response or resolution.

Please be aware that if this situation is not resolved by [insert deadline date], we may be compelled to escalate this issue through legal channels. We strongly encourage you to address this matter promptly to avoid further complications.

If you have any questions or wish to discuss this matter further, please contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]