

Preliminary Legal Warning Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP]

Dear [Recipient's Name],

Subject: Preliminary Legal Warning

This letter serves as a preliminary legal warning regarding [mention the issue, e.g., breach of contract, infringement, etc.]. It has come to our attention that [describe the situation and any relevant details].

We request that you [state the action you want the recipient to take, e.g., cease the action, remedy the situation, etc.] within [specify a timeframe, e.g., 14 days] from the date of this letter. Failure to comply may result in further legal action.

We hope to resolve this matter amicably. Please contact me at your earliest convenience to discuss this further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Company Name (if applicable)]