

Reminder of Potential Lawsuit

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Reminder of Potential Lawsuit

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a formal reminder regarding the outstanding issues we have previously discussed. As you are aware, if these matters are not resolved by [deadline date], I may have no choice but to pursue legal action.

I would like to remind you of the following points:

- [Briefly outline issue 1]
- [Briefly outline issue 2]
- [Any additional relevant details]

I urge you to address these issues promptly to avoid further escalation. Please feel free to reach out to me at your earliest convenience to discuss this matter. If you have already taken steps to resolve the situation, please provide me with an update.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]