

# Formal Warning Before Court Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter serves as a formal warning regarding our ongoing issue related to [specific issue or breach]. Despite previous communications on [date of previous communication], the matter remains unresolved.

Please be advised that if this issue is not rectified by [deadline for resolution], I will have no choice but to initiate court proceedings to seek relief.

I urge you to treat this matter with the utmost urgency and respond by the above-mentioned deadline. Your prompt attention to this matter is appreciated.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]