

Urgent Notice Prior to Legal Steps

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as an urgent notice regarding [briefly describe the issue]. It has come to our attention that [provide details of the situation and previous attempts to resolve it].

Despite our efforts to address this matter amicably, we have not received a satisfactory response or resolution. Consequently, we must inform you that if this issue is not resolved by [insert specific date], we will be forced to consider legal action to protect our interests.

We strongly encourage you to contact us at your earliest convenience to discuss this matter further and seek a resolution. Your prompt attention is critical to avoid further escalation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]