

# Legal Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice regarding [brief description of the issue]. It has come to our attention that [detail of the situation, including any actions taken, communications made, etc.].

Please be advised that failure to address this matter by [specified deadline] may result in legal implications, including but not limited to [possible outcomes or actions that may be taken].

We strongly encourage you to respond to this notice promptly to avoid further escalation.

Thank you for your attention to this matter. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position, if applicable]