

Warning Letter Regarding Legal Liabilities

Date: [Insert Date]

From: [Your Name] [Your Position] [Your Company Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

To: [Recipient's Name] [Recipient's Position] [Recipient's Company Name] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal warning regarding potential legal liabilities associated with [specific issue or action]. It has come to our attention that [describe the issue or action in detail].

Please be advised that if this matter is not rectified by [insert deadline], we may have to take further action, which could include legal proceedings.

We urge you to treat this matter with the seriousness it deserves and address the issue promptly.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name] [Your Position] [Your Company Name]