

# Legal Issue Explanation Letter

Date: **[Insert Date]**

To: **[Recipient's Name]**  
[Recipient's Address]  
[City, State, ZIP Code]

From: **[Your Name]**  
[Your Address]  
[City, State, ZIP Code]

Subject: Explanation of Legal Issue

Dear [Recipient's Name],

I am writing to provide a detailed explanation regarding the legal issue that has arisen concerning [briefly describe issue, e.g., "the contract dispute between our companies"].

The background of the issue is as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Currently, we are facing [explain the current legal situation, e.g., "potential litigation due to breach of contract"]. I want to assure you that we are taking this matter seriously and have sought legal counsel to explore all possible options.

Furthermore, I would like to discuss potential resolutions, including [outline any proposed solutions or negotiations].

Please let me know a convenient time for us to meet or discuss this matter further. Thank you for your attention to this important issue.

Sincerely,

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