

# Notice of Potential Legal Action

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Notice of Breach of Service Delivery Contract

We are writing to formally notify you of a breach of the service delivery contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name].

As per the contract terms, the following obligations have not been fulfilled:

- [Obligation 1]
- [Obligation 2]
- [Obligation 3]

We have made several attempts to resolve this matter amicably; however, we have not received a satisfactory response. Therefore, this letter serves as a final notice of our intention to pursue legal action should the breached obligations not be remedied within [Insert Response Timeframe].

Please consider this matter seriously and contact us at your earliest convenience to discuss a resolution.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]