

Legal Action Warning

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

RE: Legal Action Warning

This letter serves as a formal warning regarding [briefly describe the issue, e.g., unpaid debts, breach of contract, etc.]. Despite our previous communications on [list dates of prior correspondence], the issue remains unresolved.

As of today, [Insert Amount Due or Details], remains unpaid. You are hereby advised to take immediate action to rectify this situation within [insert time frame, e.g., 14 days] from the date of this letter. Failing to do so may result in legal action being taken against you without further notice.

Please consider this as a serious matter which requires your urgent attention. We hope to resolve this issue amicably and avoid the necessity of legal proceedings.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position if applicable]