

Legal Action Warning Letter

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally notify you that, despite our previous communications, the matter concerning [briefly describe the issue] remains unresolved. It is imperative that you take this letter seriously as it serves as a final warning before we proceed with legal action.

Please be advised that if this issue is not resolved by [insert deadline date], I will be forced to take appropriate legal measures, including but not limited to [briefly outline potential legal actions].

We hope to resolve this matter amicably and urge you to contact me directly at [Your Phone Number] or [Your Email Address] to discuss this situation.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]