

# Notice of Imminent Legal Action

Date: **[Insert Date]**

To: **[Recipient's Name]**

Address: **[Recipient's Address]**

Dear **[Recipient's Name]**,

This letter serves as a formal notification of imminent legal action concerning **[specific issue or matter]**, which remains unresolved despite previous communications.

Please be advised that if this matter is not satisfactorily addressed by **[deadline date]**, we may initiate legal proceedings without further notice.

We urge you to treat this matter with the utmost seriousness. Should you wish to discuss this further or require additional information, please contact us at **[Your Contact Information]**.

Thank you for your immediate attention to this urgent matter.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Your Company/Organization]**

**[Your Address]**

**[Your Phone Number]**

**[Your Email]**