

Notice of Possible Lawsuit

Date: [Insert Date]

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

Dear [Recipient's Name],

This letter serves as formal notice regarding a potential legal action related to [briefly describe the issue, e.g., breach of contract, personal injury, etc.]. Despite our attempts to resolve this matter amicably, we are prepared to pursue legal remedies if a satisfactory resolution is not reached.

Specifically, our concerns include:

1. [Describe concern #1]
2. [Describe concern #2]
3. [Describe concern #3]

I urge you to respond to this notice by [insert specific date], so we may discuss a resolution before proceeding with any legal actions.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]