

# Notification of Potential Litigation

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],

We are writing to formally notify you of a potential litigation matter involving [brief description of the issue]. This letter serves as an opportunity for us to resolve the matter amicably before any legal action is taken.

We believe that [insert specific concerns or claims], and we kindly request that you respond to this notice by [insert response deadline]. Failure to address this matter may result in our decision to pursue legal remedies available to us.

We urge you to take this matter seriously and to contact us at your earliest convenience to discuss possible resolutions.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name, if applicable]