

Notice of Legal Obligation

Date: [Insert Date]

From:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

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

Dear [Recipient's Name],

This letter serves as a formal notice regarding your legal obligations under [Specify Law/Agreement]. It has come to our attention that you may be in non-compliance with the following obligations:

- [Detail the first obligation]
- [Detail the second obligation]
- [Detail any additional obligations]

Please be advised that failure to comply by [Insert Compliance Date] may result in legal action, including but not limited to [Detail possible consequences]. We recommend that you take immediate steps to address this matter.

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]