

Notice of Impending Legal Measures

Date: [Insert Date]

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

Dear [Recipient's Name],

We are writing to inform you of our intention to pursue legal measures regarding [briefly describe the issue, e.g., non-payment of invoice, breach of contract, etc.]. Despite our previous communications, we have not received a satisfactory response or resolution to this matter.

Please be advised that if this issue is not resolved by [insert deadline], we will have no choice but to initiate legal proceedings to protect our rights and interests.

We urge you to take this matter seriously and respond promptly to avoid further action. If you wish to discuss this issue, please do not hesitate to contact us at [insert phone number] or [insert email address].

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]