

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Advisement of Legal Action**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I am considering taking legal action regarding [briefly describe the issue or dispute]. Despite previous attempts to resolve this matter, [explain the unsuccessful attempts or communication].

As a result of the ongoing situation, I believe it is necessary to explore legal avenues to protect my rights and interests. I am giving you this advisement in the interest of transparency and to provide a final opportunity for resolution before proceeding.

Please treat this matter with urgency and consider the implications of continuing down this path. I am open to discussing possible solutions that would prevent the need for further action.

I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]