

[Your Name/Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Formal Notice of Legal Action Initiation

Dear [Recipient Name],

This letter serves as a formal notice regarding the initiation of legal action against you for [briefly describe the reason for the legal action, e.g., breach of contract, unpaid debt]. Despite previous attempts to resolve this matter amicably, we have not received any satisfactory response from you.

As of [specific date], the amount owed is [amount], which needs to be paid in full by [final deadline date]. Failure to comply will leave us with no choice but to pursue further legal remedies to collect the debt.

Please consider this your final notice to settle this matter before formal proceedings commence. We urge you to take this matter seriously and respond by [response deadline].

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]