

Letter of Legal Action Commencement Advice

Date: [Insert Date]

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

Dear [Recipient's Name],

We are writing to formally advise you of our intent to commence legal action regarding [brief description of the issue, e.g., breach of contract, unpaid debts, etc.].

Despite previous communications on [insert date(s) of previous communications], we have not received a satisfactory response or resolution to this matter.

As a result, we believe it is necessary to pursue legal action to protect our interests and seek appropriate remedies. We advise you to seek legal counsel regarding this matter.

Please consider this letter as official notice of our intentions. We hope to resolve this matter amicably but are prepared to proceed with legal action if necessary.

We appreciate your prompt attention to this matter and look forward to your response.

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