

Legal Complaint Notification

From: [Your Name]
Address: [Your Address]
Email: [Your Email]
Phone: [Your Phone Number]

To: [Recipient Name]
Address: [Recipient Address]
Email: [Recipient Email]

Date: [Date]

Subject: Notice of Legal Complaint

Dear [Recipient Name],

I am writing to formally notify you of a legal complaint regarding [brief description of the issue]. This complaint arises from [provide details about the incident, including dates and relevant information].

Please note that I have sought legal counsel regarding this matter and am prepared to take further action if necessary.

I request that you address this issue immediately and provide a response by [set a specific deadline]. Failure to do so may result in legal proceedings.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]