

Dear [Recipient's Name],

We are writing to formally notify you that we have initiated legal proceedings against you in relation to [briefly describe the matter]. The litigation was commenced on [date] at [court name or jurisdiction].

This letter serves as a reminder that you have a limited time to respond to the claims brought against you. The details of the case are outlined in the attached documents, which include [list any relevant documents such as the complaint, summons, etc.].

Please be advised that we are prepared to pursue this matter vigorously, and we encourage you to seek legal counsel. Should you wish to discuss this matter further, we are open to negotiating an amicable resolution.

We look forward to your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email Address]