

# Preliminary Legal Steps Notice

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Preliminary Legal Steps Notification

We are contacting you in connection with the matter of [Brief Description of the Issue]. This letter serves as a preliminary notice regarding potential legal steps that may be taken should this matter remain unresolved.

We request that you address this issue promptly by [Specify Deadline for Response]. Failure to respond or take the necessary action may lead to legal proceedings being initiated against you.

If you wish to discuss this matter further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm/Company Name]

[Your Address]

[Your City, State, Zip Code]