

Formal Notification Before Legal Steps

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Formal Notification Before Legal Steps

Dear [Recipient's Name],

I am writing to formally notify you regarding [briefly outline the issue, e.g., unpaid invoice, breach of contract, etc.]. Despite previous communications and attempts to resolve this matter amicably, there has been no satisfactory response from your side.

As of [insert date], the following actions are requested to be taken: [list specific actions or compensations needed]. Please be advised that if this matter is not resolved by [insert deadline, e.g., 10 business days from the date of this letter], I will have no choice but to consider further legal steps to protect my interests.

I hope to resolve this situation without the need for legal action. Please contact me at your earliest convenience to discuss this matter. Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company/Organization, if applicable]