

International Trade Legal Notice

Date: [Insert Date]

[Sender's Name]

[Sender's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Legal Notice Regarding [Brief Description of the Issue]

Dear [Recipient's Name],

This letter serves as a formal notification regarding [description of the issue, e.g., breach of contract, non-payment, etc.]. As per our agreement dated [insert date of agreement], it has come to our attention that [provide details of the issue, including any relevant dates, amounts, and communications].

We request that you address this matter promptly by [specific action to be taken, e.g., payment of outstanding amounts, compliance with contract terms, etc.]. Failure to respond or rectify the situation may result in further legal action, including [details of potential next steps, e.g., litigation, arbitration, etc.].

Please consider this notice seriously. We recommend that you consult with your legal counsel to discuss this matter. Our intention is to resolve this issue amicably and without unnecessary escalation.

For further correspondence, please contact me directly at [insert phone number or email address]. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]