

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Legal Notice

Dear [Recipient's Name],

I am writing to formally notify you of [briefly describe the issue or concern]. This issue has been a matter of concern since [provide date or timeline], and despite previous communications, it remains unresolved.

As per [mention relevant laws, agreements, or regulations], you are required to [state the action you expect from the recipient].

Please take notice that if this matter is not addressed by [provide a specific deadline], I may have no choice but to pursue legal action to enforce my rights.

I trust that you will treat this matter with the seriousness it deserves and respond accordingly.

Sincerely,

[Your Name]

[Your Title, if applicable]