

[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 regarding [brief description of the issue or matter]. This notice serves to [state the purpose, e.g., inform, demand action, etc.].

[Provide detailed information about the issue, including any relevant dates, agreements, or actions taken.]

As per [reference any relevant laws, agreements, or regulations], I request that you [state your request or the action you expect]. Please be advised that failure to respond or comply by [provide a deadline] may result in [list potential consequences, if applicable].

Please treat this matter with urgency. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: List any attached documents, if applicable]