

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Legal Notification Regarding [Brief Description of Issue]  
Dear [Recipient's Name],  
I am writing to formally notify you of [describe the legal issue or situation briefly].  
As per [mention applicable laws, contracts, or agreements], it is necessary to [explain any demands, actions required, or deadlines]. Please address this matter by [provide a specific date] to avoid further legal action.  
Thank you for your prompt attention to this serious issue.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization Name, if applicable]