

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[UFC or Legal Department Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Formal Communication Regarding Lawsuit

I hope this letter finds you well. I am writing to formally address the ongoing legal matter between [Your Name/Your Company] and the Ultimate Fighting Championship (UFC), case number [insert case number], filed on [insert filing date].

[Briefly outline the purpose of the lawsuit and any relevant background information.]

As we move forward, I believe it is imperative that we engage in open communication to resolve this matter effectively. I request the opportunity to discuss potential settlement options or alternative dispute resolution methods that may be available.

Please do not hesitate to reach me at [Your Phone Number] or [Your Email Address] at your earliest convenience.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]