

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

[Date]
[Recipient Name]
[Recipient Title]
[Organization Name]
[Address]

[City, State, Zip Code]

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

Dear [Recipient Name],

I am writing to formally address a serious concern regarding [specific issue, e.g., "unlawful practices in the UFC"]. It has come to my attention that [describe the situation briefly, including relevant dates, events, and any applicable laws or regulations that are being violated]. As a result of this situation, I believe that [state the consequences or damages resulting from the issue]. I request that [clearly state what you are seeking, such as "a resolution to this matter," "compensation for damages," or "a formal apology"] within [time frame for response, e.g., "14 days from the date of this letter"].

Please consider this letter a formal notice of my intent to pursue legal action if this issue is not resolved promptly. I request that you respond to this letter in writing to confirm your receipt and outline your proposed actions.

Thank you for your attention to this matter. I hope we can address this issue amicably without the need for further action.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company, if applicable]