

[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 hope this letter finds you well. I am writing to formally notify you regarding [briefly explain the issue, e.g., a breach of contract, non-payment, etc.].

As per our agreement dated [insert date], it is stipulated that [mention the specific terms relevant to the issue]. Unfortunately, I have [describe the issue in detail, including specific dates and actions].

In light of this situation, I kindly request that you [state your demand, e.g., make payment, cease certain actions, etc.] by [insert deadline].

Failure to address this matter may result in [mention possible consequences, e.g., legal action, additional charges, etc.].

Please consider this letter as a formal legal notice. I hope we can resolve this matter amicably.

Thank you for your prompt attention to this urgent issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]