

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Legal Notification

Dear [Recipient Name],

I am writing to formally notify you regarding [specific issue or situation]. This letter serves as a legal notification in accordance with [mention relevant laws or regulations].

Details of the situation are as follows:

- [Brief description of the issue]
- [Relevant dates or events]
- [Supporting information or evidence, if applicable]

As per my rights under [specific law or regulation], I kindly request that you [specific actions you want the recipient to take] by [deadline]. Failure to comply may result in [mention potential consequences, e.g., legal action].

Please respond to this notification by [specific date] so we can resolve this matter promptly.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]