

SENT VIA REGISTERED MAIL / EMAIL

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: FORMAL NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Dear [Recipient Name],

This letter serves as a formal notice regarding your failure to [state the specific issue, e.g., pay outstanding debt / cease and desist unauthorized activity / fulfill contractual obligations] as previously requested on [Dates of previous contact].

Despite prior attempts to resolve this matter amicably, your continued non-compliance has left us with no choice but to pursue formal legal action to protect our interests. Be advised that if [specific action required] is not completed by [Deadline Date], we will immediately initiate a lawsuit against you in [Name of Court/Jurisdiction].

Consequences of Litigation:

- Commencement of a civil lawsuit seeking [Dollar Amount or Specific Relief].
- Claims for recovery of all associated legal fees and court costs.
- Claims for accrued interest as permitted by law.
- Potential impact on your professional reputation and credit rating.

This is your final opportunity to resolve this dispute without the intervention of the court. We strongly advise you to seek legal counsel or contact us immediately at [Your Phone Number] to settle this matter before the aforementioned deadline.

Govern yourself accordingly.

Sincerely,

[Signature]
[Your Printed Name]
[Your Title/Position]