

Your Name
Your Address
City, State, ZIP Code
Date

Recipient's Name
Recipient's Address
City, State, ZIP Code

Subject: Legal Notice

Dear [Recipient's Name],

This is to formally notify you that [state the purpose of the notice briefly, e.g., you have failed to perform according to the agreement dated ____].

[Explain the facts and events clearly and concisely. Mention relevant dates, agreements, and obligations that have been breached. Specify the resolution or action required to remedy the situation.]

Kindly take notice that, unless the above-mentioned issues are addressed within [number of days] days from the receipt of this notice, I shall be constrained to initiate appropriate legal proceedings against you at your risk as to cost and consequences.

Please treat this letter as a formal legal notice.

Yours sincerely,

[Your Name]
[Your Contact Information]