

Sender's Name / Firm
Sender's Address
City, State, Zip Code
Date: _____

To,
Recipient's Name
Recipient's Address
City, State, Zip Code

FORMAL LEGAL NOTICE

SUBJECT:

DEAR SIR/MADAM,

STATEMENT OF FACTS:

RELIEF SOUGHT:

LEGAL BASIS:

CONCLUSION / DEMAND:

Sincerely,

Signature

Name & Designation