

## **URGENT: NOTICE OF PENDING LEGAL ACTION**

Date: [Insert Date]

Via: [Insert Method, e.g., Certified Mail / Email]

### **TO:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

### **FROM:**

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Re: [Insert Reference Number or Case Subject]

Dear [Recipient Name],

This letter serves as formal notification that [Your Name/Company Name] is prepared to commence legal proceedings against you regarding [Briefly describe the issue, e.g., unpaid debt, breach of contract, or unresolved dispute].

Despite previous attempts to resolve this matter on [Dates of previous contact], the issue remains outstanding. Specifically, the following requirements have not been met:

- [Requirement 1, e.g., Payment of \$0.00]
- [Requirement 2, e.g., Return of property]
- [Requirement 3, e.g., Cessation of specific activity]

### **FINAL DEMAND**

To avoid the commencement of formal litigation, you are required to [State specific action required] no later than [Insert Deadline Date].

If this matter is not resolved by the aforementioned date, we will have no choice but to pursue all available legal remedies, which may include filing a lawsuit, seeking a court judgment, and recovering associated legal fees and interest. This letter will be submitted as evidence of our attempt to settle this matter amicably.

Please contact [Name of Contact Person] at [Phone Number/Email] immediately to arrange for settlement or to discuss this matter further.

Govern yourself accordingly.

Sincerely,

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