

Notice of Legal Action

Date:

To:

Address:

Dear ,

This notice serves to inform you that legal action will be taken against you regarding the following matter:

Case Description:

You are hereby notified to respond to this notice within days from the date above. Failure to do so may result in further legal proceedings without additional notice.

If you have any questions or wish to discuss this matter, please contact our office at or .

Sincerely,