

# Formal notice

Without prejudice

Montreal le \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FROM: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Mr., Mrs,

I hereby wish to inform you that (DESCRIPTION OF THE PROBLEMATIC SITUATION)

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This letter constitutes formal notice to fix the situation within 10 days of receiving this letter, otherwise, I will have to take legal action against you immediately and without further notice.

Please act accordingly.

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