

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Company/Law Firm Name]
[Address]

RE: CEASE AND DESIST - FRAUDULENT RETAINER BILLING

Dear [Recipient Name],

This letter serves as a formal demand that you immediately cease and desist all attempts to collect payment for the retainer invoice dated [Date of Invoice] in the amount of [Amount].

Upon review of my records, I have determined that the aforementioned charges are fraudulent and/or unauthorized for the following reasons:

- No formal retainer agreement was ever executed between the parties.
- The services described in the billing were never requested or authorized.
- The billing represents charges for services that were never performed.
- The billing terms violate the verbal/written agreement established on [Date].

I am demanding that you provide, within [Number, e.g., 5] business days, a written confirmation that this invoice has been canceled and that my account balance is zero. Furthermore, you are instructed to cease all further communication regarding this debt, including phone calls, emails, or the involvement of third-party collection agencies.

Be advised that I am prepared to take all necessary legal actions to protect my rights, including filing formal complaints with the [State Bar Association / Consumer Protection Bureau] and pursuing litigation for fraud and unfair business practices.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]