

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

VIA CERTIFIED MAIL

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: CEASE AND DESIST - IMPROPER DIVERSION OF LEGAL FEES AND REVENUE

Dear [Recipient Name],

This letter serves as a formal demand that you immediately cease and desist from the unauthorized and improper diversion of legal fees, client payments, and any other business revenue belonging to [Law Firm Name].

It has come to our attention that you have engaged in the following conduct: [Describe specific actions, e.g., redirecting client payments to personal accounts, collecting fees for firm matters without authorization, or misdirecting firm checks]. Such actions constitute a direct breach of your fiduciary duties, a violation of your employment/partnership agreement, and potential violations of state bar ethical rules regarding the handling of client funds.

DEMAND IS HEREBY MADE THAT YOU:

- Immediately stop all efforts to divert, intercept, or redirect any revenue or fees intended for this firm;
- Provide a full written accounting of all funds diverted to date within [Number] business days;
- Return all diverted funds to the firm's designated accounts immediately;
- Cease all unauthorized communication with clients regarding billing and payment instructions.

Failure to comply with this demand by [Deadline Date] will leave us with no choice but to pursue all available legal and equitable remedies. This may include, but is not limited to, filing a civil lawsuit for conversion and breach of contract, seeking injunctive relief, and reporting this conduct to the [State] State Bar and relevant law enforcement agencies.

This letter is sent without prejudice to [Law Firm Name]'s rights and claims, all of which are expressly reserved.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]