

Date: [Insert Date]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF SUSPENSION OF LEGAL SERVICES - PAYMENT DEFAULT

Dear [Client Name],

This letter serves as formal notice that [Law Firm Name] is suspending all legal services regarding [Case Name/Matter Number], effective immediately.

This action is being taken due to your failure to settle outstanding invoices as required by our signed Retainer Agreement. As of this date, your account shows an overdue balance of \$[Amount].

Impact of Suspension:

While services are suspended, we will not perform the following:

- Drafting or filing legal documents;
- Attending hearings or depositions;
- Conducting legal research or discovery;
- Communicating with opposing counsel or the court on your behalf.

Please be advised that there are upcoming deadlines on [Date] regarding [Specific Task]. Failure to address these deadlines may result in a default judgment or the dismissal of your case. [Law Firm Name] will not be held liable for any loss resulting from your failure to bring your account current.

To resume legal representation, you must pay the outstanding balance in full by [Date]. If payment is not received by this date, we will begin the process of formal withdrawal as your legal counsel of record.

Please contact our billing department at [Phone Number] or [Email Address] to arrange payment or to discuss a payment plan.

Sincerely,

[Your Name/Firm Partner]

[Law Firm Name]