

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF SUSPENSION OF LEGAL SERVICES - UNPAID FEES

Dear [Client Name],

This letter serves as formal notice that [Your Name/Law Firm Name] is suspending all legal services regarding [Matter Name/Case Number], effective immediately, due to the non-payment of outstanding legal fees.

Our records indicate that your account is currently past due in the amount of \$[Amount]. We have previously sent invoices dated [Dates of Invoices] and have not received payment or a response regarding a payment plan.

As a result of this suspension:

- All work on your case will cease.
- No further filings, correspondence, or negotiations will be conducted on your behalf.
- Any upcoming hearings or deadlines may be missed unless this matter is resolved immediately.

To resume legal representation, please remit the full balance of \$[Amount] by [Deadline Date]. If payment is not received by this date, we will be forced to formally withdraw as your legal counsel of record and may pursue collection actions to recover the debt.

Please contact our office at [Phone Number] immediately to settle this balance or to discuss a payment arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]