

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Recipient Name]

[Recipient Law Firm Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - UNPAID CO-COUNSEL FEES

Case Name: [Case Name]

Case/Docket Number: [Case Number]

Dear [Recipient Name],

I am writing to formally demand payment of the outstanding co-counsel fees owed to [Your Law Firm Name] regarding the above-referenced matter.

Pursuant to the Co-Counsel/Fee-Sharing Agreement executed on [Date of Agreement], it was agreed that our firm would receive [Percentage]% of the total attorney fees recovered in this case. It is our understanding that this matter has been resolved and that you have received the total legal fees in the amount of \$[Total Fee Amount] on or about [Date Fees Received].

Under the terms of our agreement, our firm is entitled to \$[Amount Owed]. To date, we have not received this payment, which is now past due. This failure to remit payment constitutes a material breach of our written contract.

Please remit the full amount of \$[Amount Owed] to our office within [Number, e.g., 10] business days of the date of this letter. Payments can be made via [Check/Wire Transfer/etc.].

If payment is not received by [Deadline Date], we will be forced to pursue all available legal remedies to recover these funds, which may include filing a formal complaint with the [State] Bar Association and initiating a civil action for breach of contract, interest, and associated legal costs.

We hope to resolve this matter amicably and immediately. Please confirm receipt of this letter and provide a timeline for the disbursement of funds.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]