

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: GOOD FAITH NOTICE OF INTENT TO CURE MATERIAL BREACH - UNPAID  
RETAINER FEES**

Dear [Client Name],

This letter serves as formal notice regarding your outstanding balance for legal services rendered in the matter of [Case Name/Reference Number]. As of [Date], your account remains past due in the amount of \$[Amount].

Pursuant to our Legal Services Agreement dated [Date of Agreement], the failure to maintain the required retainer and pay invoices within [Number] days constitutes a material breach of your contractual obligations.

In the spirit of good faith, we are providing you with this opportunity to cure the breach before further action is taken. To cure this material breach and maintain our attorney-client relationship, we require payment in full or a mutually agreed-upon payment arrangement no later than [Deadline Date].

Please be advised that if the breach is not cured by the aforementioned date, we may take the following actions:

- Immediate suspension of all legal work on your file.
- Formal withdrawal as your legal counsel of record.
- Commencement of collection proceedings to recover the outstanding balance, including applicable interest and costs.

We value our relationship and would prefer to resolve this matter amicably. Please contact our billing department at [Phone Number] immediately to confirm payment or to discuss your account status.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Title/Position]