

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

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

**RE: NOTICE OF INTENT TO CURE MATERIAL BREACH - Client Trust Account
#[Account Number]**

Dear [Recipient Name],

This letter serves as formal notice regarding the material breach of the [Agreement Name/Professional Rules of Conduct] dated [Date], specifically concerning the mismanagement of client trust funds.

The following discrepancies and/or violations have been identified:
[Detailed description of the mismanagement, e.g., commingling of funds, unauthorized withdrawals, or failure to maintain ledgers].

Pursuant to [Section/Clause Number] of our agreement, I hereby notify you of my intent to cure this breach. I am taking the following immediate corrective actions:

- [Action 1: e.g., Restoration of missing funds to the Trust Account]
- [Action 2: e.g., Separation of operating funds from trust funds]
- [Action 3: e.g., Engagement of an independent auditor to reconcile accounts]

I anticipate that all corrective measures will be completed by [Date]. Upon completion, I will provide full documentation and a certified accounting report to demonstrate that the breach has been fully remedied and that the funds are secured in compliance with all applicable regulations.

Please acknowledge receipt of this notice. We remain committed to upholding our fiduciary duties and ensuring the integrity of all client funds.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]