

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

[Recipient Name]  
[Managing Partner/Firm Administrator]  
[Law Firm Name]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Intent to Cure - Minimum Billable Hour Requirement**

Dear [Recipient Name],

I am writing in formal response to the notice dated [Date of Breach Notice] regarding my failure to meet the material billable hour requirements as set forth in my employment agreement dated [Contract Date].

Please accept this letter as a formal expression of my good faith intent to cure this breach within the [Number of Days] day period permitted under the terms of my contract. It is my priority to bring my performance back into full compliance with firm standards and to maintain the professional obligations of my position.

To cure this deficiency, I have developed the following corrective action plan:

- **Increased Output:** I have committed to a schedule of [Number] billable hours per week to offset the current deficit.
- **Case Allocation:** I am actively coordinating with [Department Head Name] to take on additional matters from the [Practice Group Name] group.
- **Administrative Efficiency:** I have streamlined my time-entry process to ensure all billable tasks are captured accurately and submitted daily.

I value my position at [Law Firm Name] and am dedicated to contributing to the firm's success. I am available to meet at your earliest convenience to discuss this plan further or to adjust my targets as the firm deems necessary.

Thank you for your time and consideration regarding this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]