

**[Your Name/Law Firm Name]**

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

**[Recipient Name]**

[Recipient Address Line 1]

[Recipient City, State, Zip Code]

**RE: Notice of Potential Breach of Fiduciary Duty and Formal Offer of Rectification**

Dear [Recipient Name],

We represent [Client Name] in connection with the legal services provided by your firm regarding [Matter Name/Case Number].

Based on our recent review of the file, it appears that a breach of fiduciary duty may have occurred. Specifically, the following actions or omissions have been identified: [Briefly list specific acts, e.g., conflict of interest, failure to disclose material information, or unauthorized use of client funds].

Our client values the professional relationship and, in the interest of good faith, wishes to resolve this matter amicably without resorting to formal litigation or disciplinary complaints. Therefore, we are extending this formal offer of rectification to restore the parties to the position they would have occupied had the breach not occurred.

**Proposed Terms of Rectification:**

- [Term 1: e.g., Immediate refund of legal fees in the amount of \$XXX]
- [Term 2: e.g., Waiver of outstanding invoices]
- [Term 3: e.g., Compensation for documented financial losses]
- [Term 4: e.g., Transfer of file to new counsel at your firm's expense]

This offer is made as a good faith attempt to settle a legal dispute and is provided on a "without prejudice" basis. This communication shall not be admissible as evidence in any subsequent judicial or administrative proceeding, except to prove the existence of this settlement attempt.

We request a formal response to this offer by [Date]. If we do not receive a response by this time, our client will proceed with all available legal remedies, including the filing of a formal complaint with the [State Bar Association/Regulatory Body].

We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]

[Law Firm Name]