

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

RE: FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408
Subject: Good Faith Settlement Offer Regarding Alleged Breach of Fiduciary Duty

Dear [Partner Name],

I am writing this letter as a formal good faith effort to resolve a dispute arising from [Law Firm Name]'s representation of my interests in [Matter Name/Case Number]. This offer is made without prejudice to my rights to pursue formal legal action or disciplinary grievances should we fail to reach an agreement.

Based on a review of the file and recent events, it appears that a breach of fiduciary duty occurred regarding [briefly state the issue, e.g., conflict of interest, failure to disclose material information, or mishandling of client funds]. Specifically, the following actions caused concern:

- [Description of specific act or omission]
- [Description of how this violated the duty of loyalty or care]
- [Resulting harm or financial loss]

I value a swift resolution that avoids the expense and public nature of litigation or state bar intervention. Therefore, I am proposing the following terms to fully rectify this matter:

1. **Financial Compensation:** A payment of \$[Amount] to compensate for [damages/losses].
2. **Fee Forfeiture/Waiver:** Waiver of all outstanding legal fees and a refund of \$[Amount] in previously paid retainers.
3. **Release of Claims:** Upon execution of the settlement and receipt of payment, I will provide a full release of all claims related to this specific matter.

This offer shall remain open until [Time] on [Date]. If we are unable to reach an agreement by this time, I will be forced to evaluate all available legal remedies, including the filing of a formal complaint.

I look forward to your prompt response to this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]