

[Your Name/Law Firm Representative Name]
[Your Title/Position]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name/Shareholder Name]
[Shareholder Title]
[Law Firm Name]
[Address]
[City, State, Zip Code]

RE: Notice of Good Faith Effort to Resolve Shareholder Misconduct

Dear [Recipient Name],

This letter is formal notice regarding concerns involving your professional conduct as a shareholder of [Law Firm Name]. This correspondence is sent as a good faith effort to resolve these matters internally and amicably before escalating to formal disciplinary proceedings or legal action.

Specifically, the following actions or omissions have been identified as potential violations of our Partnership Agreement, Bylaws, and/or Professional Rules of Conduct:

- [Description of specific misconduct or incident #1]
- [Description of specific misconduct or incident #2]
- [Description of specific misconduct or incident #3]

The firm believes that these actions significantly impact firm operations, reputation, and ethical compliance. Our primary goal is to address these issues constructively to ensure the continued integrity of the practice.

We propose a meeting on [Date] at [Time] at [Location/Virtual Link] to discuss a remediation plan. We are prepared to discuss the following points for resolution:

- Clarification of the events in question.
- Corrective actions to be taken immediately.
- Amendments to internal oversight or reporting structures.

Please confirm your availability for this meeting by [Deadline Date]. It is our sincere hope that we can reach a mutual understanding and resolve this matter without the need for further intervention or litigation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/On behalf of the Board of Directors/Management Committee]