

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

[Date]

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

Re: Formal Notice of Dispute Regarding Equity Entitlement

Dear [Name of Managing Partner or Management Committee],

I am writing to formally address a dispute regarding my equity interest and associated compensation within [Law Firm Name]. This letter serves as a formal request for resolution in accordance with the terms of our [Partnership Agreement/Shareholder Agreement] dated [Date of Agreement].

Specifically, the dispute pertains to the following issues:

- [Detailed description of equity percentage discrepancy]
- [Details regarding unpaid profit distributions or capital account credits]
- [Reference to specific clauses in the partnership agreement being breached]

Despite previous informal discussions held on [Date], the matter remains unresolved. My records and the governing documents indicate that I am entitled to [Specify amount or percentage], whereas the current firm accounting reflects [Specify current incorrect status].

I am committed to resolving this matter amicably and internally if possible. I propose a formal meeting between myself, [Your Legal Counsel, if applicable], and the firm's management to review the relevant financial records and partnership records. I suggest this meeting take place no later than [Date].

Please provide a written response to this letter by [Date] confirming your availability for a meeting or providing the firm's formal position on the discrepancies noted above.

I look forward to your prompt response and a fair resolution to this matter.

Sincerely,

[Signature]
[Your Printed Name]