

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

[Date]

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

RE: Formal Notice of Breach of Fiduciary Duty and Demand for Resolution

Dear [Partner Name],

I am writing to formally notify [Law Firm Name] of a breach of fiduciary duty regarding your representation of my interests in the matter of [Case Name/Reference Number].

As my legal counsel, your firm owes me a duty of loyalty, confidentiality, and the obligation to act in my best interests. It has come to my attention that the following actions have occurred which constitute a breach of these duties:

- [Description of Breach 1: e.g., Conflict of interest]
- [Description of Breach 2: e.g., Failure to disclose material information]
- [Description of Breach 3: e.g., Mismanagement of client funds]

As a direct result of these actions, I have suffered the following damages or prejudices: [Describe financial loss or legal disadvantage].

To resolve this matter without immediate recourse to formal litigation or a complaint to the State Bar Association, I propose the following resolution:

- [Proposed Action 1: e.g., Immediate refund of legal fees]
- [Proposed Action 2: e.g., Specific corrective legal action]
- [Proposed Action 3: e.g., Payment of compensatory damages]

Please provide a written response to this notice by [Date, e.g., 10 business days from today]. I hope to resolve this matter amicably; however, I reserve all rights to pursue further legal action and professional grievances should we fail to reach a satisfactory resolution.

Sincerely,

[Your Signature]

[Your Printed Name]