

DATE: [Date]

TO:

[Client Name]
[Client Address]
[City, State, Zip Code]

FROM:

[Attorney/Law Firm Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - FAILURE TO PAY LEGAL FEES

Dear [Client Name],

This letter serves as formal notice that you are in breach of our legal services agreement dated [Date of Agreement]. Specifically, you have failed to pay the outstanding balance for legal services rendered.

As of [Current Date], your account is past due in the amount of \$[Total Amount Owed]. This balance corresponds to the following invoice(s):

- Invoice #[Number] - [Amount] - Due Date: [Date]
- Invoice #[Number] - [Amount] - Due Date: [Date]

Pursuant to the terms of our contract, payment was required within [Number] days of the invoice date. Despite previous reminders sent on [Dates of Reminders], we have not received the payment or a proposal for a payment plan.

To cure this breach, please remit the full payment of \$[Total Amount Owed] by [Deadline Date, e.g., 7 or 10 days from today]. Payment can be made via [Payment Method: check, wire transfer, online portal].

If payment is not received by the aforementioned date, we will be forced to take further action to protect our interests. This may include:

1. Immediate cessation of all legal work on your behalf.
2. Formal withdrawal as your legal counsel in any pending matters.
3. Commencement of legal proceedings or collections to recover the debt, including interest and collection costs as permitted by law.

If you believe there is an error in our records or if you are experiencing financial hardship, please contact our billing department at [Phone Number] or [Email Address] immediately to discuss this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Firm Name]