

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

[Date]

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

RE: NOTICE OF DISPUTE AND FORMAL COMPLAINT REGARDING LEGAL REPRESENTATION

Dear [Attorney Name],

I am writing this letter to formally notify you of a dispute regarding the legal services provided to me in the matter of [Case Name/Reference Number].

I believe that your conduct in handling this matter fell below the standard of care expected of a legal professional. Specifically, my concerns include, but are not limited to, the following:

- [Describe specific error, e.g., failure to meet a statute of limitations deadline]
- [Describe specific error, e.g., failure to disclose a conflict of interest]
- [Describe specific error, e.g., failure to follow explicit instructions]
- [Describe specific error, e.g., gross negligence in document preparation]

As a direct result of these actions/omissions, I have suffered the following damages: [List financial losses, loss of legal rights, or other specific harm].

I request that you immediately contact your professional liability insurance carrier regarding this claim. Please provide me with the name of your insurer and the relevant policy number within [Number] business days.

I am open to discussing a resolution to this matter to avoid formal litigation. However, I reserve all legal rights and remedies available to me, including the filing of a formal malpractice lawsuit and a complaint with the State Bar Association.

I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]