

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

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

Re: Notice of Dispute Regarding Co-Counsel Fee Allocation

Matter: [Client Name/Case Name]

Case Number: [Case Number]

Dear [Recipient Name],

This letter serves as formal notice of a dispute regarding the distribution of legal fees in the above-referenced matter, pursuant to our Fee Sharing Agreement dated [Date of Agreement].

Specifically, our records indicate a discrepancy regarding the following:

- Total settlement/judgment amount received: [Amount]
- Agreed upon fee percentage: [Your Percentage]%
- Expected fee amount: [Amount]
- Amount currently offered or received: [Amount]

The basis for this dispute is as follows:

[Briefly state the reason for the dispute, e.g., miscalculation, failure to account for specific hours, or breach of agreement terms.]

We request that you provide a full accounting of all funds received and an itemized statement of proposed distributions within [Number] business days. We would prefer to resolve this matter amicably and are open to a meeting to discuss these figures.

In the meantime, please ensure that all disputed funds are maintained in your client trust account (IOLTA) and not disbursed until this matter is resolved, as required by professional conduct rules.

I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]