

[Attorney Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: NOTICE OF ATTORNEY RETAINING LIEN

Matter: [Case Name/Reference Number]

Outstanding Balance: \$[Amount]

Dear [Client Name],

Please be advised that [Law Firm Name] hereby asserts a common law and/or statutory retaining lien on all files, documents, records, and personal property currently in our possession belonging to you or relating to the above-referenced matter.

This lien is being asserted due to the unpaid legal fees and costs incurred during our representation. As of the date of this letter, your outstanding balance is \$[Amount], which is now past due.

Pursuant to this lien, we will maintain possession of your entire case file-including but not limited to original documents, correspondence, pleadings, and work product-until such time as the outstanding balance is paid in full or an adequate security arrangement is made.

Please contact our office immediately to arrange for payment. Once the balance is satisfied, we will promptly release your file to you or your successor counsel.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

CC: [Successor Counsel Name, if applicable]