

[Sender Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]

RE: NOTICE OF RIGHT TO CURE OUTSTANDING LEGAL FEES

Dear [Client Name],

This letter serves as formal notice regarding your delinquent account for legal services rendered in connection with [Case Name/Matter Description]. As of the date of this letter, your outstanding balance is \$[Total Amount Owed].

Records indicate that your account is [Number] days past due. Under the terms of our signed engagement agreement, you have the right to cure this default by paying the full outstanding balance.

Action Required:

To cure this default and avoid further action, please submit payment in the amount of \$[Total Amount Owed] on or before [Deadline Date].

Consequences of Failure to Cure:

If payment is not received by the deadline stated above, our firm may take the following actions:

- Formal withdrawal from legal representation in your matter.
- Referral of your account to a third-party collection agency.
- Commencement of legal proceedings to recover the debt, including interest and costs of collection.

If you believe there is a discrepancy in your billing or if you are experiencing extreme financial hardship, please contact our billing department immediately at [Phone Number] to discuss a potential payment arrangement.

Please disregard this notice if payment has already been sent.

Sincerely,

[Signature]
[Name of Attorney/Managing Partner]
[Law Firm Name]