

## **URGENT: NOTICE OF IMPENDING SUSPENSION OF LEGAL SERVICES**

Date: [Insert Date]

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

Re: Notice of Intent to Suspend Legal Representation

Dear [Client Name],

This letter serves as formal notice that [Law Firm Name] intends to suspend all legal services regarding [Matter/Case Name or Number] effective [Insert Date].

Our records indicate that your account is currently past due in the amount of \$[Insert Amount]. Despite previous reminders sent on [Dates of Previous Notices], we have not received the required payment or an agreed-upon payment plan.

Pursuant to our signed Engagement Agreement, we require payment to continue our representation. If payment is not received by [Insert Deadline Date], we will take the following actions:

- Immediately cease all work on your file.
- File a motion with the court to withdraw as your counsel of record (if applicable).
- Cease all communication with opposing parties or counsel on your behalf.

Please be advised that there are upcoming deadlines in your case, specifically [Mention specific deadlines if any]. A suspension of services may negatively impact the outcome of your legal matter.

To avoid the suspension of services, please remit the full balance or contact our billing department at [Phone Number] by [Insert Time] on [Insert Date].

Sincerely,

[Attorney Name]  
[Law Firm Name]