

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

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

RE: NOTICE OF DEFAULT REGARDING LEGAL FEE AGREEMENT

Dear [Client Name],

This letter serves as formal notice that you are in default of the Legal Fee Agreement signed on [Date of Agreement] regarding [Matter Name/Case Number].

As of [Current Date], your account is past due in the amount of \$[Amount]. This balance consists of the following:

- Unpaid Invoices: \$[Amount]
- Late Fees/Interest: \$[Amount]
- Total Outstanding: \$[Amount]

Pursuant to the terms of our agreement, payment was due within [Number] days of the invoice date. Despite previous reminders sent on [Dates of Previous Reminders], we have not received the required payment.

To cure this default, please submit the full payment of \$[Total Amount] by no later than [Deadline Date]. Payments can be made via [Payment Methods].

Please be advised that failure to remedy this default may result in the following actions:

1. Immediate suspension of all legal services.
2. Withdrawal as your legal counsel of record.
3. Commencement of formal collection proceedings or legal action to recover the debt.

If you have already sent payment, please disregard this notice. If you are experiencing financial hardship and wish to propose a payment plan, please contact our billing department immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Firm Name]