

[Your Name/Firm Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: NOTICE OF BREACH OF REPRESENTATION AGREEMENT - NON-PAYMENT

Dear [Client Name],

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

According to our records, your account is currently past due in the amount of \$[Total Amount Owed]. This balance includes the following unpaid invoices:

- Invoice #[Number] - [Date] - \$[Amount]
- Invoice #[Number] - [Date] - \$[Amount]

Per the terms of our agreement, payment is required within [Number] days of the invoice date. Despite previous reminders sent on [Date(s)], we have not received the outstanding payment or a proposal for a payment plan.

Please be advised that if the total outstanding balance is not paid in full by [Deadline Date], we will be forced to take the following actions:

1. Immediate cessation of all legal work on your matter.
2. Formal withdrawal as your legal counsel [if applicable, mention court intervention].
3. Commencement of collection proceedings to recover the debt, including interest and legal costs.

We value our professional relationship and would prefer to resolve this matter amicably. Please contact our billing department at [Phone Number] immediately to remit payment or to discuss a settlement.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]