

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Firm Name
Firm Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally notify you regarding the serious concerns I have regarding your negligence in providing legal services pertaining to my case, [Case Name or Number].

Specifically, I would like to bring to your attention the following issues: [Briefly outline specific instances of negligence, e.g., missed deadlines, lack of communication, inadequate representation].

These actions (or lack thereof) have resulted in [describe any negative outcomes, such as financial losses, emotional distress, etc.]. I expected a higher standard of care and professionalism, which I believe has not been met.

It is essential that we address these issues promptly. I would appreciate your immediate attention to rectify this matter and respond to my concerns no later than [insert a specific date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]