

# Legal Malpractice Complaint Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my complaint regarding legal malpractice related to [briefly describe the issue, e.g., "the handling of my case concerning..."]. I believe that your actions (or lack thereof) in [specific details of the case or issue] have resulted in [explain the negative impact or damages suffered].

As per our agreement, I had entrusted you with [details regarding the agreement or services expected], and I feel this has not been fulfilled. Specifically, I would like to highlight [list specific issues or incidents that demonstrate the malpractice].

This notification serves as my intention to seek resolution regarding this matter. I would appreciate your prompt attention to this serious issue and a response within [insert timeframe, e.g., "14 days of receipt of this letter"]. If we cannot resolve this matter amicably, I may have to explore further legal remedies available to me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]