{today}

**Via ELECTRONIC MAIL**

{clientName}

{clientAddress}

{clientCityStateZip}

{clientPhone}

{clientEmail}

**WARNING: NOTICE OF POSSIBLE CASE TERMINATION**

Dear {clientName},

This letter serves as a **WARNING NOTICE** of the potential termination of my legal representation of you in your **{caseType}** case due to your breach of contract. You have an outstanding payment of **{TotalPastDueAmount}**, which breaks down into the following payments:

**{PastDueAmount}**

Based on the Retainer Agreement you signed with my office on **{retainerDate}**, which assigned both you and my firm certain responsibilities, you are in default of our contract. Not only have we ceased work on your case due to your outstanding balance, you are in danger of us terminating representation of your case if payment of your full outstanding balance is not received within 30 days. This means that we will withdraw our representation of your case with USCIS, and we will not respond to any Requests for Evidence or receive mail in your case, which can cause your case to be denied.

With this warning, we are giving you a 30-day notice to become current on your payments. If you are not current within this timeline provided, our Law Firm will move forward with the termination of legal representation due to a breach of your contract with us.

**We greatly appreciate your prompt attention and urgent communication with our team on this matter, so we can move ahead and continue to work on your case.**

Sincerely,

/s/ Moumita Rahman

Moumita Rahman, Esq.