

Legal Services Advance Refund Letter Template

Subject: Formal Demand for Refund of Legal Services Advance

Dear [Attorney Name],

This letter serves as formal notice demanding the immediate refund of the advance payment of \$[Amount] paid on [Date] for legal services that were not rendered.

Despite the advance payment, no substantive legal work was performed, and our attorney-client relationship has been terminated as of [Date]. According to legal ethics rules and our retainer agreement, unused portions of advance payments must be returned to the client.

I demand the full refund of \$[Amount] within ten (10) business days of receipt of this letter. Failure to comply may result in a complaint to the state bar association and potential legal action to recover the funds plus applicable damages and attorney fees.

I expect your immediate attention to this matter.

Very truly yours,

[Your Name]

[Date]

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