

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

**Re: Conservatorship of Name**

Dear Name:

I am in receipt of your letter dated Date, regarding the attorney's fees due. I have forwarded a letter to my client requesting that he pay these fees.

If you do not receive payment within the next week or so, please let me know and I will make further efforts regarding this matter.

Sincerely,

Name

BY:

Name

: