

Inquiry Regarding Legal Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lawyer's Name]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Dear [Lawyer's Name],

I hope this message finds you well. I am writing to request clarification regarding the legal fees associated with my case [insert case or matter description]. As we progress, I want to ensure I have a complete understanding of the costs involved.

Could you please provide me with a detailed breakdown of the legal fees, including any rates, billing practices, and anticipated costs? Additionally, I would appreciate information on any retainer fees and payment schedules.

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

Sincerely,

[Your Name]