

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Law Firm Name]

[Law Firm Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Legal Service Billing Disputes

Dear [Attorney's Name],

I hope this message finds you well. I am writing to formally inquire about some discrepancies in the recent billing statements I received for legal services provided in connection with [specific case or issue].

Upon reviewing the invoices dated [insert dates], I have noticed the following discrepancies:

- [Describe specific billing dispute or concern 1]
- [Describe specific billing dispute or concern 2]
- [Describe specific billing dispute or concern 3]

Could you please provide clarification on these statements at your earliest convenience? I would appreciate your prompt response so we can resolve these matters amicably.

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

Sincerely,

[Your Name]