

Letter of Legal Billing Arrangement

[Your Name]
[Your Law Firm's Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our agreement regarding the legal representation and associated billing arrangements for your case. This letter outlines our terms and conditions concerning our fees and payment process.

1. Scope of Services

Our law firm will provide the following legal services: [Brief description of services].

2. Fee Structure

Our billing will be based on the following structure:

- Hourly Rate: \$[amount] per hour
- Retainer Fee: \$[amount]
- Additional Costs: [List any additional costs]

3. Payment Terms

Payments will be due as follows:

- Invoices will be issued [monthly/quarterly] and payable within [number] days.
- Late payments may incur an interest fee of [percentage]% per month.

4. Acceptance

Please sign and return this letter to acknowledge your acceptance of these terms.

Thank you for choosing [Your Law Firm's Name]. We look forward to working with you.

Sincerely,
[Your Name]
[Your Title]

Acceptance:

[Client's Name]

Date: _____