

Discussion on Legal Service Charges and Adjustments

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the recent charges related to the legal services provided by your firm. After reviewing the invoice dated [Insert Invoice Date], I have some concerns and would like to propose adjustments to the billing.

Specifically, I would like to address the following items:

- [Item 1: Description of the charge and reason for adjustment]
- [Item 2: Description of the charge and reason for adjustment]
- [Item 3: Description of the charge and reason for adjustment]

I believe it is essential for us to align on these matters to maintain a productive working relationship. I would appreciate the opportunity to discuss this at your earliest convenience. Please let me know a suitable time for you to have this conversation.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]