

Legal Services Fee Structure Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to present our fee structure proposal for the legal services we will provide to you. Our objective is to deliver exceptional legal representation while maintaining transparency and flexibility in our billing practices.

Fee Structure

- **Hourly Rate:** \$[Hourly Rate] per hour
- **Flat Fee Services:**
 - Service 1: \$[Flat Fee Amount]
 - Service 2: \$[Flat Fee Amount]
- **Retainer Fee:** \$[Retainer Amount] (to be billed against hourly fees)

Additional Costs

In addition to the above fees, you may be responsible for costs such as:

- Court filing fees
- Expert witness fees
- Travel expenses

Payment Terms

Invoices will be issued on a [monthly/bi-weekly] basis and are due upon receipt. We accept payments via [accepted payment methods].

We appreciate the opportunity to work with you and look forward to discussing this proposal in more detail. Please feel free to reach out with any questions.

Sincerely,

[Your Name]

[Your Position]

[Law Firm Name]

[Contact Information]