

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Re: Monthly Invoice and Phase Completion Update
Matter: [Case Name/Matter Number]
Phase Completed: [Phase Name, e.g., Discovery / Pleadings / Mediation]

Dear [Client Name],

Please find enclosed our invoice for legal services rendered during the month of [Month, Year].

This letter also serves to formally notify you that we have completed the **[Name of Phase]** phase of your litigation. Key accomplishments during this period included:

- [Task 1, e.g., Completion of all party depositions]
- [Task 2, e.g., Final submission of evidentiary motions]
- [Task 3, e.g., Review and production of requested documents]

With this phase concluded, the matter will now proceed to the **[Next Phase Name]** phase. Our primary objectives for the upcoming month will be [Brief Objective].

Financial Summary:

- Current Invoice Amount: \$[Amount]
- Total Billed to Date for this Phase: \$[Amount]
- Remaining Retainer Balance (if applicable): \$[Amount]

Please remit payment by [Due Date]. If you have any questions regarding the specific line items on the invoice or the current status of your case, please do not hesitate to contact our office.

Thank you for your continued trust in our firm.

Sincerely,

[Attorney Name]
[Law Firm Name]