

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

[Date]

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

RE: Monthly General Counsel Retainer - [Month, Year]

Dear [Client Contact Name],

Please find the monthly billing statement for legal services rendered under our General Counsel Retainer agreement for the period of [Start Date] to [End Date].

Summary of Charges:

- Fixed Monthly Retainer Fee: \$[Amount]
- Additional Hourly Charges (if applicable): \$[Amount]
- Reimbursable Expenses/Disbursements: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Services Performed:

During this billing cycle, services included but were not limited to: [Briefly list key tasks, e.g., contract review, corporate governance, employment advice, etc.].

Please remit payment by [Due Date] via [Payment Method: Check/Wire/Online Portal].

Thank you for the opportunity to serve as your General Counsel. If you have any questions regarding this invoice, please contact our billing department.

Sincerely,

[Partner Name]
[Law Firm Name]