

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

[Date]

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

RE: Monthly Expense Statement

Case Name: [Case Name/Matter Description]
Matter Number: [Matter Number]

Dear [Client Name],

As per our contingency fee agreement, we are providing you with the monthly statement of out-of-pocket expenses incurred on your behalf for the period of [Start Date] to [End Date].

Please note that this is **not** a bill for legal fees. Under our agreement, legal fees are only collected if we successfully recover funds for you. The items listed below represent the costs paid to third parties to advance your case (such as filing fees, medical records, or expert consultations).

Date	Description of Expense	Amount
[Date]	[Expense Description]	[\$[0.00]]
[Date]	[Expense Description]	[\$[0.00]]
Total Expenses for this Period:		[\$[0.00]]

Current Status:

[] No payment is required at this time. These costs will be deducted from your final settlement or award.

[] As per our agreement, please remit payment for these costs by [Due Date].

If you have any questions regarding these specific charges or the progress of your case, please feel free to contact our office.

Sincerely,

[Attorney Name]
[Law Firm Name]