

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Confirmation of Initial Retainer Payment Plan

Dear [Client Name],

This letter serves to confirm that we have agreed to a payment plan regarding the initial retainer fee for legal representation in the matter of [Case Name/Reference Number].

The total initial retainer amount is \$[Total Amount]. As per our agreement, you have committed to the following payment schedule:

- Down Payment: \$[Amount] due on [Date]
- Installment 1: \$[Amount] due on [Date]
- Installment 2: \$[Amount] due on [Date]
- Installment 3: \$[Amount] due on [Date]

Please note that work on your file will [commence immediately / commence only after the down payment is received]. All payments should be made via [Payment Method: Check/Credit Card/Online Portal].

Failure to make payments according to this schedule may result in the suspension of legal services. We appreciate your prompt attention to this matter.

If you have any questions regarding this schedule, please contact our billing department at [Phone Number].

Sincerely,

[Your Name]

[Law Firm Name]