

[Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Confirmation of Monthly Payment Plan for Legal Services

Dear [Client Name],

This letter serves as formal confirmation of the monthly payment plan agreement regarding your legal fees for [Case Name/Matter Number].

As discussed and agreed upon, the terms of your payment plan are as follows:

- **Total Balance Due:** \$[Total Amount]
- **Monthly Payment Amount:** \$[Monthly Amount]
- **Payment Due Date:** [Day of the month, e.g., 1st or 15th] of each month
- **Commencement Date:** [Start Date]
- **Number of Installments:** [Number] months

Payments can be made via [Payment Method: e.g., Credit Card, Bank Transfer, Check]. Please ensure that payments are received by the due date to avoid any late fees or disruption in your legal representation.

By following this schedule, we will continue to provide legal services as outlined in our original Engagement Agreement. If you encounter any financial difficulties that may prevent you from making a payment, please contact our billing department immediately.

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Attorney Name/Billing Manager Name]
[Law Firm Name]

Acknowledgment

I, [Client Name], agree to the payment terms outlined above.

Signature: _____ Date: _____