

[Date]

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

Re: Payment Plan Agreement for Family Law Representation

Dear [Client Name],

This letter serves as formal confirmation of the payment plan agreement reached between you and [Law Firm Name] regarding your ongoing family law matter, [Case Name/Number].

Based on our discussion, we have agreed to the following payment schedule to cover your legal fees and costs:

- **Total Balance Due:** \$[Amount]
- **Initial Down Payment:** \$[Amount] (Due on [Date])
- **Installment Amount:** \$[Amount]
- **Frequency:** [Weekly/Monthly/Bi-Weekly]
- **Payment Start Date:** [Date]
- **Day of Month Due:** [Day, e.g., 1st or 15th]

Payments can be made via [Payment Method: e.g., Credit Card, Check, Online Portal]. Please ensure that payments are received by the due date to avoid any disruption in legal services or the accrual of late interest as outlined in your original Retainer Agreement.

By following this schedule, you will remain in good financial standing with the firm, allowing us to continue our representation and move forward with your case.

Please sign and return a copy of this letter to acknowledge your agreement to these terms. If you have any questions, please contact our billing department at [Phone Number].

Sincerely,

[Attorney Name]
[Law Firm Name]

Client Acknowledgment:

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

Signature: _____ Date: _____