

[Date]

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

Re: Confirmation of Payment Plan for Estate Planning Services

Dear [Client Name],

This letter confirms the payment plan agreement we reached regarding the legal fees for your estate planning services. Below are the agreed-upon terms for your installment payments:

- **Total Fee:** \$[Total Amount]
- **Initial Deposit:** \$[Deposit Amount] (Received on [Date])
- **Remaining Balance:** \$[Remaining Amount]
- **Installment Amount:** \$[Monthly/Weekly Amount]
- **Number of Payments:** [Number]
- **Payment Schedule:** Payments are due on the [Day, e.g., 1st or 15th] of each month, starting on [Start Date].

Please make checks payable to "[Law Firm Name]" or use our online payment portal at [URL if applicable].

We will proceed with the drafting of your estate planning documents as scheduled. Please note that while work will continue during this payment period, the final execution of documents will occur once the balance is paid in full, unless otherwise agreed.

If these terms are correct, please sign a copy of this letter and return it to our office. If you have any questions, please contact us at [Phone Number].

Sincerely,

[Your Name/Attorney Name]
[Law Firm Name]

Acknowledgment:

I agree to the payment terms outlined above.

Signature: _____ Date: _____