

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

[Date]

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

RE: Payment Plan Agreement Confirmation - Case No. [Case Number]

Dear [Client Name],

This letter confirms that [Law Firm Name] has accepted a payment plan for the legal fees regarding your criminal defense representation. This agreement ensures the continuation of your legal services provided that the following terms are met:

Total Legal Fee: \$[Total Amount]
Initial Retainer Paid: \$[Down Payment Amount]
Remaining Balance: \$[Remaining Balance]

Payment Schedule:

- **Installment Amount:** \$[Amount per payment]
- **Frequency:** [Weekly/Bi-Weekly/Monthly]
- **Due Date:** The [Day] of each month, starting on [Start Date]
- **Final Payment Date:** [End Date]

Terms of Agreement:

Payments can be made via [Credit Card, Check, Wire Transfer]. Please note that failure to make a payment within [Number] days of the due date may result in a late fee of \$[Amount] or our withdrawal from your case, subject to court approval.

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: _____