

**Date:** [Insert Date]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Re: Payment Plan Agreement for Litigation Expenses - [Case Name/Number]**

Dear [Recipient Name],

This letter serves as formal confirmation of the payment plan agreement reached regarding the outstanding litigation expenses for the above-referenced matter.

As discussed, the total balance of [Total Amount Owed] will be repaid according to the following schedule:

- **Initial Down Payment:** [Amount] due on [Date]
- **Installment Amount:** [Amount] per [Month/Week]
- **Payment Start Date:** [Date]
- **Total Number of Installments:** [Number]
- **Final Payment Date:** [Date]

Payments should be made via [Payment Method: e.g., Check, Wire Transfer, Online Portal]. Please ensure that all payments reference the case number provided above to ensure proper accounting.

By following this schedule, you will remain in good standing regarding your financial obligations for this case. Please note that failure to make payments as agreed may result in further legal action or the termination of services.

If you have any questions or if there is a discrepancy in the terms listed above, please contact our office immediately at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name/Firm Name]

[Title]

**Acknowledgment:**

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[Recipient Signature]    Date: \_\_\_\_\_