

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Re: Formal Response to Billing Dispute - Invoice #[Invoice Number]

Dear [Client Name],

We are writing in response to your inquiry dated [Date of Client Inquiry] regarding the administrative legal costs reflected in your recent statement for the period of [Date Range].

We understand your concerns regarding the charges for administrative tasks. However, these costs are associated with the essential management of your file, including [List specific tasks, e.g., electronic filing fees, document processing, specialized mailing, or records retrieval].

Per our signed Engagement Agreement dated [Date], specifically under Section [Section Number/Title], it was agreed that [Briefly state the policy, e.g., administrative expenses incurred during the course of representation are billable to the client]. These actions were necessary to ensure the professional and timely progression of your legal matter.

To provide further clarity, we have attached an itemized breakdown of these specific administrative costs. We value our professional relationship and would like to resolve this matter promptly.

Please review the attached documentation. If you have further questions or would like to propose a payment plan for the outstanding balance, please contact our billing department at [Phone Number] by [Deadline Date].

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Position]