

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

[Date]

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

Re: Response to Billing Dispute Regarding Invoice #[Invoice Number]

Dear [Client Name],

We have received your correspondence dated [Date] regarding the billing entries for paralegal services on your recent invoice. We appreciate you bringing your concerns to our attention.

After reviewing the specific time entries and the work product generated, we offer the following clarification regarding the paralegal tasks performed on your file:

Summary of Services:

The entries in question, totaling [Number] hours, represent substantive legal work delegated to our paralegal, [Paralegal Name], to ensure the most cost-effective management of your case. These tasks included:

- [Task 1, e.g., Preparation of initial discovery requests]
- [Task 2, e.g., Detailed document review and indexing]
- [Task 3, e.g., Drafting of routine motions and correspondence]

Basis for Charges:

Please note that these tasks require specialized legal knowledge and would otherwise have been performed by an attorney at a higher hourly rate. By utilizing a paralegal for these substantive duties, we aim to reduce your overall legal fees while maintaining the quality of representation.

Proposed Resolution:

[Option A: Based on our review, we believe the charges are accurate and reflect the necessary work performed. We respectfully request payment of the balance.]

[Option B: As a gesture of goodwill and to resolve this matter quickly, we have applied a one-time credit of \$[Amount] to your account.]

We value our relationship with you and hope this clarifies the nature of the work performed. Please let us know if you would like to discuss this further.

Sincerely,

[Attorney Name]
[Law Firm Name]