

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

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

Re: Clarification of Invoice #[Invoice Number] - Legal Consultation Time

Dear [Client Name],

We are writing in response to your inquiry dated [Date of Inquiry] regarding the billed hours for your legal consultation held on [Date of Consultation].

According to our records and the signed engagement agreement, the billed time of [Number of Hours] hours includes the following components:

- **Direct Consultation:** [Number] hours spent in our meeting/call.
- **Pre-Consultation Review:** [Number] hours spent reviewing the documents and case history provided prior to the meeting.
- **Post-Consultation Drafting:** [Number] hours spent preparing the summary of advice and next steps as requested.

Our firm bills in increments of [e.g., 1/10th of an hour], and all time recorded is directly associated with the analysis and execution of your legal matter. We have attached a detailed itemization of these tasks for your review.

We value our professional relationship and hope this clarifies how the time was allocated. If you have further questions or wish to discuss a payment plan, please contact our billing department at [Phone Number].

Sincerely,

[Your Name/Partner Name]
[Your Title]
[Law Firm Name]