

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Explanation of Extraordinary Expedited Court Filing Expenses - [Case Name/Matter Number]

Dear [Client Name],

This letter is to provide a formal explanation regarding the expedited filing fees and extraordinary court expenses included in your recent invoice dated [Date].

Typically, court filings are processed via standard timelines. However, due to the specific requirements of your case, it became necessary to utilize "Extraordinary Expedited" services for the following reasons:

- **Urgent Deadlines:** [Explain the specific deadline, e.g., Statute of Limitations, Temporary Restraining Order, or Court-Mandated Cutoff].
- **Process Requirements:** [Explain if special couriers or after-hours filing services were required].
- **Nature of Relief:** [Explain if the filing required immediate judicial review to prevent irreparable harm].

The breakdown of these additional costs is as follows:

Standard Filing Fee: \$[Amount]

Expedited Handling/Surcharge: \$[Amount]

Courier/Special Process Server Fee: \$[Amount]

Total Extraordinary Expense: \$[Total Amount]

These steps were taken to ensure the protection of your legal interests and to guarantee that the court received the necessary documentation within the mandatory timeframe. Without these expedited measures, the filing may have been rejected or deemed untimely by the court.

If you have any questions regarding these charges or require further documentation, please do not hesitate to contact our office.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]