

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

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

RE: Annual Review of Billing Information and Contact Details

Dear [Client Name],

As part of our commitment to providing efficient legal services, [Law Firm Name] conducts an annual review of our clients' billing and contact information. This ensures that all correspondence, invoices, and legal documents reach you promptly and accurately.

Please review the current information we have on file for your account:

- **Billing Contact Name:** [Contact Name]
- **Billing Address:** [Address on File]
- **Primary Email for Invoices:** [Email Address]
- **Phone Number:** [Phone Number]
- **Preferred Payment Method:** [Method]

If the information above is correct, no further action is required. If you need to make updates, please reply to this letter or contact our billing department at [Email Address/Phone Number] by [Date].

Additionally, we would like to take this opportunity to remind you of our current standard hourly rates and billing policies, which are attached for your records. These rates will remain in effect for the upcoming calendar year.

Thank you for your continued trust in our firm. We value our professional relationship and look forward to serving you in the year ahead.

Sincerely,

[Signature]

[Attorney Name/Firm Administrator]
[Title]