

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

[Date]

[Attorney Name/Law Firm Name]
[Firm Address]
[City, State, Zip Code]

RE: Request for Itemized Billing Statement - Case/Matter: [Case Name or Number]

Dear [Attorney Name or Billing Department],

I am writing to formally request a detailed, itemized billing statement regarding the ongoing legal representation for the matter referenced above. Please provide an update covering the period from [Start Date] to [End Date/Current Date].

Specifically, I am requesting that the statement include:

- A chronological list of all tasks performed.
- The date each task was completed.
- The name and hourly rate of the individual who performed each task.
- The exact amount of time spent on each specific task.
- A detailed breakdown of all costs, disbursements, and out-of-pocket expenses.
- The current remaining balance of any retainer held in trust.

I would appreciate receiving this information by [Date]. Please send the statement to my attention via [Email or Physical Address].

Thank you for your prompt attention to this request and for your continued assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]