

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Estate Planning Services - Final Invoice

Dear [Client Name],

It has been a pleasure assisting you with your estate planning needs. We are pleased to confirm that all documents related to your estate plan have been finalized and executed.

Enclosed please find our final invoice for professional services rendered and any applicable administrative costs. This statement reflects the remaining balance due for the completion of your file.

Please remit payment by [Due Date]. We accept payment via [Payment Methods, e.g., Check, Credit Card, or Online Portal].

With the delivery of these final documents and this invoice, our formal representation regarding this specific matter is now concluded. We recommend that you review your estate plan every three to five years, or sooner if you experience a significant life event such as a birth, death, marriage, or change in financial status.

Thank you for choosing [Law Firm Name]. Please do not hesitate to contact us if you have any questions regarding this invoice or if we can be of service in the future.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

Enclosure: Final Invoice