

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Final Billing Statement - Employment Dispute Matter: [Case Name/Reference Number]

Dear [Client Name],

Enclosed please find our final invoice regarding the legal services provided for your employment dispute matter against [Opposing Party Name].

Following the recent [Settlement/Final Judgment] reached on [Date], this statement accounts for all remaining legal fees, court costs, and administrative disbursements incurred through the conclusion of your case.

The total balance due is \$[Amount]. [Optional: This amount has been deducted from the settlement funds held in our trust account, and a check for your net proceeds is enclosed.]

As this matter is now concluded, we will be closing your file in our office. Please retain these documents for your personal records. It has been a pleasure representing you, and we wish you the best in your future endeavors.

If you have any questions regarding this final statement, please contact our office within [Number] days.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]

Enclosure: Final Invoice