

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

[Date]

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

**RE: [Year] Annual Legal Fees Tax Summary**

Dear [Client Contact Name],

As the [Year] fiscal year concludes, we are providing a summary of legal fees paid by [Corporate Client Name] to our firm for your tax preparation and accounting purposes. Below is the breakdown of professional services rendered from January 1, [Year], through December 31, [Year]:

<b>Matter Number</b>	<b>Matter Description</b>	<b>Total Legal Fees Paid</b>
[Matter #1]	[Description/Project Name]	[\$Amount]
[Matter #2]	[Description/Project Name]	[\$Amount]
<b>TOTAL</b>		<b>[\$Total Amount]</b>

Please note that this summary represents the total fees collected during the calendar year. It does not include any outstanding balances or invoices issued in [Year] that remain unpaid as of December 31. Reimbursable disbursements (such as filing fees, travel, or courier costs) are excluded from the fee totals above unless otherwise noted.

This document is intended for information purposes only. We recommend consulting with your tax advisor to determine the deductibility of these fees according to current tax laws.

If you require detailed ledgers or have questions regarding specific line items, please contact our billing department at [Phone Number/Email].

Thank you for choosing [Law Firm Name]. We value our partnership and look forward to working with you in the coming year.

Sincerely,

[Attorney Name/Firm Representative]  
[Title]  
[Law Firm Name]