

[Law Firm Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Year-End Tax Summary of Legal Fees - [Year]

Dear [Client Name],

Our records indicate that during the [Year] calendar year, [Law Firm Name] provided legal representation to [Client/Company Name] regarding commercial litigation matters. As you prepare your annual tax filings, please find a summary of the legal fees and disbursements billed and paid for the period of January 1, [Year] through December 31, [Year].

Matter Name: [Case/Matter Name]

Matter Number: [Reference Number]

Financial Summary:

- Total Professional Fees Paid: \$[0.00]
- Total Reimbursable Disbursements/Costs Paid: \$[0.00]
- **Total Amount Paid in [Year]: \$[0.00]**

This summary is provided for informational purposes to assist in your tax preparation. We recommend consulting with your tax professional to determine the deductibility of these legal expenses under current tax laws, as the nature of the litigation (e.g., defense of business profits vs. capital asset acquisition) may affect their tax treatment.

If you require a detailed breakdown of specific invoices or have questions regarding these figures, please contact our billing department at [Phone Number].

Thank you for the opportunity to represent you.

Sincerely,

[Attorney Name]

[Law Firm Name]