

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Initial Retainer Payment Plan Offer for [Case Name/Matter Number]

Dear [Client Name],

Following our recent consultation regarding your legal matter, we are providing this formal offer for an initial retainer payment plan. We understand the financial commitment involved and would like to offer the following structured payment schedule to begin our representation.

Total Initial Retainer Amount: \$[Total Amount]

Proposed Payment Schedule:

- **First Payment:** \$[Amount] due on [Date]
- **Second Payment:** \$[Amount] due on [Date]
- **Third Payment:** \$[Amount] due on [Date]
- **Remaining Balance:** [Details of final payment or monthly installments]

Terms and Conditions:

1. Legal work on your file will commence upon receipt of the first payment.
2. Payments must be made via [Payment Method: Credit Card/Check/ACH].
3. Failure to make a scheduled payment may result in the suspension of legal services.
4. This plan applies only to the initial retainer; subsequent billing will be handled according to our standard fee agreement.

To accept this payment plan, please sign below and return this letter along with your first payment by [Expiration Date].

Sincerely,

[Your Signature]

[Your Printed Name]

Client Acceptance:

I, [Client Name], agree to the terms of the retainer payment plan as outlined above.

Signature: _____ Date: _____