

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

RE: Alternative Fee Arrangement and Payment Plan for [Matter Name/Case Number]

Dear [Client Name],

This letter outlines the formal agreement regarding the alternative fee arrangement and payment plan for the legal services provided by [Law Firm Name].

1. Total Agreed Amount: The total fixed fee for the scope of work defined is \$[Total Amount].

2. Payment Schedule: Instead of a standard hourly billing cycle, the balance shall be paid according to the following schedule:

- Initial Down Payment: \$[Amount] due on [Date]
- Installment 1: \$[Amount] due on [Date]
- Installment 2: \$[Amount] due on [Date]
- Final Installment: \$[Amount] due on [Date]

3. Method of Payment: Payments can be made via [Check/Credit Card/ACH Transfer]. Please make checks payable to [Law Firm Name].

4. Terms and Conditions: This payment plan is contingent upon timely payments. Failure to make payments as scheduled may result in a suspension of legal services or a return to standard hourly billing, as permitted by professional conduct rules.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title]

Client Acceptance:

I, [Client Name], agree to the terms of the Alternative Fee Arrangement and Payment Plan as described above.

Signature: _____ Date: _____