

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

VIA FAX NO.

<Name>
<address>
<address>
<address>

Re: _____

Dear <Name>:

Enclosed please find our final invoice for services rendered in connection with the above referenced matter. I trust that you will find the invoice to be in order. However, should you have any questions or need additional information, please contact me.

Please forward payment via check to:

I sincerely appreciate the opportunity to work with you on this matter. Should you need legal counsel in _____ in the future, I certainly hope that you will keep me in mind.

Sincerely,

BY:

/
Enclosure