

Law Office of John L. Smith, LLP

901 Marquette Avenue
Suite 1675
Broadway, NY 11540

November 19, 2013

Ms. Irina Hogan
757 Trinity Street
Brooklyn, NY 11345

RE: Client # 4567

Dear Mrs. Hogan,

This is a letter to inform you of the balance that you owe to the Law Office of John L. Smith, LLP.

We have pulled up your file, and our records show us that you owe three hundred and fifty United States dollars (\$350.00 USD) for legal fees. We suggest you to look at your retainer agreement where you have signed off agreeing to have our firm represent you and pay all fees.

Please pay three hundred and fifty United States dollars (\$350.00 USD) by January 5, 2014. You may come into the office and do so by cash or credit card or send a check to our office at the above stated address.

We value you as our client and appreciate your attention to this matter.

Sincerely,

Michelle Bistrova
Paralegal