The Law Office of Gem H. Finch

*Preventing Injustice One Day at a Time*

821 Main Street, Brunswick, GA 31525

Phone: 912-555-5555; Fax: 912-555-5556

Email: gemfinch@utk.edu

Mr. Radley and Ms. Harris,

As part of your partnership dissolution agreement, each of you will pay half of Sassy Sentiments’ outstanding bill to me, the Partnership’s attorney, Gem Finch. This bill is for services rendered (e.g., meetings, answering emails and phone calls, providing advice) during September 2010.

As of the close of business on September 30, 2010, Sassy Sentiments owed $2,250 to me. Each of you therefore can either wire or write me a check for **$1,125** by **October 31, 2010**.

Sassy Sentiments required 15 hours of my time in September. As you know, my standard rate is $150 per hour.

Thank you,

Gem Harper Finch