

[Your Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: NOTICE OF OVERDUE ACCOUNT - INVOICE #[Invoice Number]

Dear [Client Name],

This letter is to formally notify you that your account regarding legal services for [Matter Name/Description] is currently past due. Our records indicate that an outstanding balance of \$[Amount] remains unpaid for services rendered through [Date].

The original invoice was sent on [Date] with a due date of [Date]. To date, we have not received payment or communication regarding any issues with the billing.

Please remit the full payment of \$[Amount] by [Due Date/7-10 Days from Letter Date] to bring your account up to date. Payments can be made via [Payment Method: check, wire transfer, online portal].

If you have already sent payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment plan, please contact our billing department immediately at [Phone Number].

We value our professional relationship and look forward to resolving this matter promptly.

Sincerely,

[Your Signature]
[Your Printed Name/Title]
[Law Firm Name]