

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

[Date]

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

RE: Notice of Delinquent Payment - Invoice #[Invoice Number]

Dear [Client Name],

This letter is a formal reminder regarding your outstanding balance for legal services provided in relation to [Case Name/Matter Description].

According to our records, Invoice #[Invoice Number], dated [Date of Invoice], is now past due. As of today, the total outstanding balance is \$[Amount Due].

We understand that administrative oversights happen. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you remit payment within [Number] days of receiving this letter.

You may submit payment via the following methods:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Check by Mail]
- [Payment Method 3: e.g., Bank Wire Transfer]

If you are experiencing financial difficulties or have questions regarding the specific charges on your invoice, please contact our billing department at [Phone Number] or [Email] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter and for the opportunity to serve your legal needs.

Sincerely,

[Your Name/Firm Administrator Name]
[Your Title]
[Your Law Firm Name]