

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

[Date]

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

Re: First Notice of Overdue Payment - Invoice #[Invoice Number]

Dear [Client Name],

This letter is a friendly reminder that payment for invoice #[Invoice Number], issued on [Date of Original Invoice] for professional legal services, is now past due.

According to our records, there is an outstanding balance of \$[Amount Due]. Our payment terms are [Number of Days] days from the date of the invoice, and this period has recently expired.

We understand that invoices can sometimes be overlooked. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you remit the payment by [Due Date] to ensure your account remains in good standing.

Payment can be made via [Payment Methods, e.g., Check, Credit Card, Wire Transfer].

If you have any questions regarding the services provided or if you are experiencing circumstances that prevent you from making a full payment at this time, please contact our billing department at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter and for choosing our firm for your legal needs.

Sincerely,

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