

[Your Law Firm Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Address Line 1]  
[City, State, Zip Code]

**Re: NOTICE OF OVERDUE BALANCE - Invoice #[Invoice Number]**

Dear [Client Name],

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

According to our records, the following invoice is currently past due:

- **Invoice Number:** [Number]
- **Invoice Date:** [Date]
- **Original Due Date:** [Date]
- **Total Amount Due:** \$[Amount]

We kindly request that you remit payment in full within [Number, e.g., 7 or 10] business days from the date of this letter. You may pay via [Mention Payment Methods, e.g., check, credit card, or bank transfer].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding the itemized charges, please contact our billing department at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

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