

[Your Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]

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

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for Invoice #[Invoice Number], which was issued on [Date] regarding legal services provided for [Matter/Case Name].

According to our records, the total balance of \$[Amount Due] was due on [Due Date] and is now [Number] days overdue.

We understand that invoices can sometimes be overlooked. If you have already sent your payment, please disregard this letter. Otherwise, we kindly ask that you settle the outstanding balance at your earliest convenience.

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

If you are experiencing any difficulties making this payment or have any questions regarding the invoice, please contact our office immediately so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

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