

[Your Name/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 is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, the outstanding balance is \$[Amount].

We understand that billing statements can sometimes be overlooked. We would appreciate it if you could settle this balance at your earliest convenience. For your reference, a copy of the original invoice is attached to this letter.

Payment can be made via [List Payment Methods, e.g., Check, Wire Transfer, Online Portal].

If you have already sent the payment, please disregard this notice. If you have any questions regarding the invoice or if you are experiencing circumstances that prevent payment, please contact our billing department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]