

[Your 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 Outstanding Balance - Matter: [Case Name/Reference Number]

Dear [Client Name],

This letter is to formally notify you that your account with [Your Law Firm Name] is currently past due. According to our records, there is an outstanding balance of \$[Amount Owed] for legal services rendered.

The aforementioned balance was due on [Original Due Date] as per Invoice #[Invoice Number], which was sent to you on [Date Invoice Was Sent]. A copy of the invoice is attached for your reference.

We understand that oversight can occur. We kindly request that you remit payment in full within [Number, e.g., 7 or 10] business days of the date of this letter. Payments can be made via [List Payment Methods, e.g., Check, Credit Card, or Online Portal].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a temporary payment arrangement, please contact our billing department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

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