

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

[Date]

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

**RE: Notice of Outstanding Balance - Invoice #[Invoice Number]**

Dear [Client Name],

This letter is a friendly reminder regarding your account for professional legal services provided in relation to [Matter Name/Case Number]. Our records indicate that we have not yet received payment for Invoice #[Invoice Number], which was issued on [Date] and was due on [Due Date].

The current outstanding balance is: **#[Amount Due]**

We understand that these matters can sometimes be overlooked. If you have already sent your payment, please disregard this notice. Otherwise, we kindly request that you remit payment at your earliest convenience. You may pay via the following methods:

- [Check payable to Law Firm Name]
- [Credit Card/Online Portal Link]
- [Bank Wire Instructions]

If you are experiencing financial difficulties or have any questions regarding the specific charges on this invoice, 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 to represent your legal interests.

Sincerely,

[Your Name/Firm Billing Manager]  
[Law Firm Name]