

[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 Unpaid Invoice - Matter: [Case Name/Reference Number]

Dear [Client Name],

This letter serves as a friendly reminder regarding the outstanding balance for professional legal services provided to you. According to our records, the following invoice remains unpaid:

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

A copy of the original invoice is enclosed for your reference. We understand that administrative oversights can occur; however, we request that you remit payment in full within [Number, e.g., 7 or 10] days of the date of this letter.

Payment can be made via [Payment Method: check, wire transfer, or online portal].

If you have already sent payment, please disregard this notice. If you have any questions regarding the invoice or if you would like to discuss a payment plan, please contact our billing department at [Phone Number] or [Email Address] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]