

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Outstanding Invoice - [Matter Name/Number]**

Dear [Client Name],

This letter is to formally notify you that our records indicate an outstanding balance on your account for legal services rendered.

According to our files, the following invoice remains unpaid:

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

We understand that administrative oversights can occur. If you have already sent your payment, please disregard this notice. If not, we kindly request that you settle this balance within [Number, e.g., 7] days of receiving this letter.

Payments can be made via [Payment Method: e.g., Check, Credit Card, Wire Transfer].

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] or [Email Address] to discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]

[Your Title]