

[Your Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]

RE: FIRST WARNING - NOTICE OF PAST DUE ACCOUNT

Dear [Client Name],

This letter is a formal reminder regarding your outstanding balance for legal services rendered. According to our records, the following invoice is now past due:

- **Invoice Number:** [Invoice #]
- **Invoice Date:** [Date]
- **Due Date:** [Date]
- **Total Amount Due:** \$[Amount]

We value our professional relationship and understand that administrative oversights can occur. However, we request that you remit payment in full within [Number] days of the date of this letter to bring your account back into good standing.

Payment can be made via [Payment Methods, e.g., check, wire transfer, or online portal].

If you have already sent your payment, please disregard this notice. If there is a discrepancy regarding this invoice or if you are experiencing financial difficulties that require a payment plan, please contact our billing department at [Phone Number] immediately so we can discuss a resolution.

Thank you for your prompt attention to this matter.

Sincerely,

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