

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

[Date]

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

RE: Notice of Past Due Invoice - [Invoice Number]

Dear [Client Name],

This letter is a friendly reminder that we have not yet received payment for invoice number [Invoice Number], which was due on [Due Date].

According to our records, the outstanding balance for legal services rendered is \$[Amount].

We understand that these matters can sometimes be overlooked. We kindly request that you submit payment at your earliest convenience. If you have already sent your payment, please disregard this notice.

For your convenience, we accept the following payment methods: [List Payment Methods, e.g., Credit Card, Check, Wire Transfer].

If you are experiencing financial difficulties or have questions regarding the specific charges on your statement, 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 [Your Law Firm Name].

Sincerely,

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