

**Date:** [Insert Date]

**To:** [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: NOTIFICATION OF FINANCIAL LIABILITY FOR LEGAL COSTS**

Dear [Recipient Name],

This letter serves as formal notification regarding your financial liability for legal costs incurred in relation to [Case Name/Reference Number or Description of Legal Matter].

Pursuant to [mention Agreement, Contract, or Court Order], you are hereby advised that you are responsible for the payment of legal fees and disbursements associated with this matter. These costs include, but are not limited to:

- Attorney fees and hourly billables
- Court filing fees
- Process server fees
- Administrative expenses and disbursements

The current outstanding balance of legal costs is: **[\$Amount]**.

Please be advised that failure to remit payment or make satisfactory arrangements for settlement by [Insert Due Date] may result in further legal action to recover the debt, which may incur additional interest and collection costs.

Payment should be made via [Insert Payment Method, e.g., Bank Transfer/Check] to the following account:

**Bank Name:** [Insert Bank Name]  
**Account Name:** [Insert Account Name]  
**Account Number:** [Insert Number]  
**Routing Number:** [Insert Number]

If you have any questions regarding the itemized charges or believe there is an error in this notification, please contact our office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Firm Name]  
[Title]  
[Contact Information]