

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

[Date]

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

Re: Friendly Reminder - Outstanding Invoice #[Invoice Number]

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date]. According to our records, there is an outstanding balance of \$[Amount].

We understand that these things can sometimes be overlooked. If you have already sent your payment, please disregard this notice and thank you for your prompt attention.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Mention Payment Methods: e.g., online portal, check, or wire transfer].

If you have any questions regarding the invoice or if there is a discrepancy we should be aware of, please contact our billing department at [Phone Number] or [Email Address].

Thank you for the opportunity to represent you.

Sincerely,

[Your Name/Firm Name]