

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

[Date]

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

**Re: Outstanding Balance for Legal Services - Invoice #[Invoice Number]**

Dear [Client Name],

This is a friendly reminder regarding your account for legal services rendered. Our records indicate that there is an outstanding balance of \$[Amount Due] associated with invoice #[Invoice Number], dated [Date of Invoice].

We understand that life can be busy and this may have simply been overlooked. We would appreciate it if you could take a moment to review the attached invoice and arrange for payment at your earliest convenience.

Payment can be made via [List Payment Methods, e.g., check, credit card, or online portal].

If you have already sent your payment, please disregard this notice. If you have any questions regarding the invoice or if you would like to discuss a payment plan, please do not hesitate to contact our billing department at [Phone Number].

Thank you for the opportunity to be of service.

Sincerely,

[Your Name/Firm Name]