

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

[Date]

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

RE: Notice of Past Due Account - Matter: [Case Name/Number]

Dear [Client Name],

This letter is to inform you that your account for legal services rendered is currently past due. Our records indicate an outstanding balance of \$[Amount] for Invoice #[Invoice Number], which was due on [Original Due Date].

We understand that billing statements can sometimes be overlooked. We kindly ask that you remit payment in full within [Number, e.g., 10] days of the date of this letter to bring your account back to current status.

Payments can be made via [Payment Method: e.g., Check, Credit Card, Online Portal].

If you have already sent your payment, please disregard this notice. If you have any questions regarding this balance or if you are experiencing financial difficulties and need to discuss a payment plan, please contact our billing department at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

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