

Subject: Friendly Reminder: Outstanding Case Expenses - [Case Name/Number]

Dear [Client Name],

We hope this letter finds you well.

This is a friendly reminder regarding the outstanding case expenses for [Case Name/Number]. Our records indicate that invoice #[Invoice Number], dated [Date], is now past due.

The current outstanding balance is: **#[Amount]**

We understand that these notices can sometimes be overlooked. If you have already sent your payment, please disregard this letter. Otherwise, we kindly ask that you remit payment at your earliest convenience to ensure there are no delays in the progression of your case.

You can make a payment by:

- [Method 1: e.g., Online Portal Link]
- [Method 2: e.g., Check mailed to office address]
- [Method 3: e.g., Phone payment details]

If you have any questions regarding these charges or if you would like to discuss a payment arrangement, please do not hesitate to contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter and for the opportunity to represent you.

Best regards,

[Your Name/Firm Name]

[Your Title]