

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Reminder: Outstanding Fee for Document Preparation**

Dear [Client Name],

I hope you are doing well.

This is a friendly reminder regarding the invoice for the preparation of your [Name of Legal Document, e.g., Power of Attorney / Lease Agreement], which was completed on [Date].

Our records indicate that the preparation fee of \$[Amount] is currently outstanding. If you have already sent the payment, please disregard this notice.

For your convenience, you can make a payment via [Payment Method, e.g., Check, Bank Transfer, Online Portal].

If you have any questions regarding the invoice or if there is anything we can do to assist you, please feel free to contact our office.

Thank you for your prompt attention to this matter.

Best regards,

[Your Signature]

[Your Printed Name]