

[Your Law Firm or Company Name]  
[Address Line 1]  
[Address Line 2]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Address Line 1]  
[Client Address Line 2]

**Subject: First Notice - Overdue Balance for Estate Planning Services**

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for the estate planning services provided on [Invoice Date]. According to our records, invoice #[Invoice Number] is now [Number] days past due.

**Account Summary:**

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Total Amount Due: \$[Amount]
- Due Date: [Original Due Date]

We understand that these matters can sometimes be overlooked. If you have already sent your payment, please disregard this letter. Otherwise, we kindly ask that you remit the outstanding balance at your earliest convenience.

You may settle this balance by [Payment Methods: e.g., check, online portal, or phone].

If you have any questions regarding your invoice or if you would like to discuss a payment plan, please contact our billing department at [Phone Number].

Thank you for the opportunity to assist you with your estate planning needs.

Sincerely,

[Your Name/Firm Representative Name]  
[Title]