

Date: [Date]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Past Due Statement for Litigation Support Services

Invoice Number: [Invoice Number]

Matter: [Case Name/Reference Number]

Dear [Client Contact Name],

This is a friendly reminder that we have not yet received payment for the litigation support services provided on the above-referenced matter. According to our records, your balance of \$[Amount] was due on [Due Date].

We understand that things can get busy, and this may have simply been overlooked. We have attached a copy of the invoice to this letter for your convenience.

Please let us know if payment has already been sent, or if there are any questions regarding the services provided that we can address for you. We value our partnership and look forward to continuing our support for your firm.

Payments can be made via [Payment Method/Portal Link] or by check to the address listed below.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Accounting Department]

[Your Company Name]

[Phone Number]

[Email Address]