

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Name],

I hope you are having a productive week.

We are writing to send a friendly reminder regarding your subscription for General Counsel services. According to our records, the payment for the period of [Billing Period] is currently outstanding.

Invoice Details:

Invoice Number: [Invoice #]

Due Date: [Date]

Amount Due: \$[Amount]

If you have already sent the payment, please disregard this notice. If not, we would appreciate it if you could settle the balance at your earliest convenience to ensure uninterrupted legal support for your team.

For your convenience, you can make a payment via [Link/Payment Method].

If there is anything we can do to assist or if you have any questions regarding the invoice, please feel free to reach out to us directly.

Thank you for your continued partnership.

Best regards,

[Your Name/Firm Name]

[Phone Number]

[Email Address]