

[Your Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: SECOND NOTICE - PAST DUE INVOICE

Dear [Client Name],

This letter serves as a second formal notice regarding your outstanding balance for legal services rendered. Our records indicate that we have not yet received payment for Invoice #[Invoice Number], which was due on [Original Due Date].

Account Summary:

- Invoice Number: [Invoice Number]
- Invoice Date: [Date of Invoice]
- Total Amount Due: \$[Amount]
- Days Past Due: [Number]

We sent a preliminary reminder on [Date of First Notice], but the balance remains unpaid. We understand that administrative delays can occur; however, we request that you remit payment immediately to keep your account in good standing.

Please send your payment via [Payment Method: e.g., check, wire transfer, online portal] by [Deadline Date].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding the specific charges, please contact our billing department at [Phone Number] immediately to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title/Law Firm Name]