

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, Zip Code]

RE: SECOND NOTICE - PAST DUE LITIGATION EXPENSES

Matter: [Case Name/Reference Number]
Invoice Number: [Invoice Number]
Outstanding Balance: \$[Amount]

Dear [Recipient Name],

Our records indicate that we have not yet received payment for the litigation expenses invoiced on [Original Invoice Date]. This account is now [Number] days past due.

As previously outlined in our retainer agreement, these expenses were incurred for the progression of your legal matter, including [e.g., court filing fees, expert witness fees, or deposition transcripts]. Timely reimbursement of these costs is necessary for us to continue our representation and meet upcoming court deadlines.

Please remit the full balance of \$[Amount] by [Due Date] to avoid any interruption in the handling of your case or potential withdrawal of counsel.

Payment can be made via [Payment Method: e.g., Check, Credit Card, or Wire Transfer]. If you have already sent payment, please disregard this notice.

If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our office immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Title]