

[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 ACCOUNT

Matter: [Case Name or Matter Number]

Outstanding Balance: \$[Amount]

Dear [Client Name],

Our records indicate that we have not yet received payment for the outstanding balance on your legal account, which is now significantly past due. A previous notice was sent on [Date of First Notice], but the balance remains unpaid.

The total amount of \$[Amount] was due on [Original Due Date].

We value our professional relationship; however, we must insist that this matter be resolved immediately. Please remit the full payment within [Number, e.g., 7] days of the date of this letter to bring your account into good standing.

Payment can be made via [Payment Method: check, credit card, or online portal link].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a short-term payment plan, please contact our billing department at [Phone Number] immediately.

Failure to address this balance may result in the suspension of legal services and further collection actions.

Sincerely,

[Your Name/Firm Administrator Name]
[Your Law Firm Name]