

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Second Notice - Outstanding Invoice [Invoice Number]

Dear [Client Name],

We are writing to follow up on our previous notice regarding invoice [Invoice Number], dated [Invoice Date], which remains unpaid. According to our records, the outstanding balance is \$[Amount].

We understand that things can get busy, and this may have simply been overlooked. We value our relationship with you and would appreciate it if you could settle this account at your earliest convenience.

If you have already sent the payment, please disregard this letter. If you have any questions regarding the invoice or if you are experiencing difficulties that prevent payment, please contact our billing department at [Phone Number] or [Email Address] so we can discuss a solution.

For your convenience, we have enclosed a copy of the invoice. Payment can be made via [Payment Methods, e.g., check, wire transfer, or online portal].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Accounts Receivable]

[Law Firm Name]