

## SECOND NOTICE

[Your Name/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 Payment for Legal Consultation

Dear [Client Name],

This letter is a second formal reminder regarding the outstanding balance of \$[Amount] for the legal consultation held on [Date of Consultation].

Our records indicate that we have not yet received payment for Invoice #[Invoice Number], which was originally due on [Original Due Date]. A previous notice was sent to you on [Date of First Notice], but the balance remains unpaid.

Please find the payment details below:

- **Invoice Number:** [Number]
- **Amount Due:** \$[Amount]
- **Consultation Date:** [Date]

We request that you settle this account immediately. You can make a payment by [Payment Method: Credit Card, Check, Online Portal Link].

If you have already sent your payment, please disregard this notice. If there is a reason for the delay or if you have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address] as soon as possible to avoid further collection actions.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Law Firm Name]