

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: SECOND NOTICE - UNPAID INVOICES AND IMPENDING WITHDRAWAL OF COUNSEL

Dear [Client Name],

This letter serves as a formal second notice regarding the outstanding balance on your account for legal services rendered in the matter of [Case Name/Matter Number]. As of today, our records indicate an overdue balance of \$[Amount].

We previously contacted you on [Date of First Notice] regarding this delinquency, but we have yet to receive payment or a response regarding a payment plan. As stated in our initial engagement agreement, timely payment of invoices is a condition of our continued representation.

Please be advised that if payment is not received in full, or if a formal payment arrangement is not established by [Deadline Date], we will have no choice but to begin the process of withdrawing as your legal counsel. This may include filing a motion to withdraw with the [Court Name] or notifying relevant parties of our cessation of services.

A withdrawal of counsel may have significant implications for your case, including missed deadlines or the need to secure new representation on short notice. We strongly urge you to resolve this matter immediately to avoid any disruption to your legal proceedings.

A copy of the outstanding invoice is attached for your review. Payments can be made via [Payment Methods: Check, Credit Card, Online Portal].

If you believe this letter was sent in error, or if you wish to discuss payment options, please contact our office immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Firm Name]