

FINAL NOTICE

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Final Notice of Overdue Attorney Fees - Matter: [Case Name/Number]

Dear [Client Name],

This letter serves as a final formal notice regarding the outstanding legal fees owed to [Law Firm Name] following the settlement of your case on [Settlement Date].

Despite previous reminders sent on [Date of First Notice] and [Date of Second Notice], our records indicate that an outstanding balance of \$[Amount Owed] remains unpaid. This balance was due upon the receipt of your settlement funds.

Please be advised that this is our final attempt to collect this debt amicably. We require full payment of the outstanding amount within [Number, e.g., 7] business days from the date of this letter.

Payment Details:

- Total Amount Due: \$[Amount]
- Due Date: [Date]
- Payment Methods: [Check/Wire Transfer/Online Portal]

Failure to remit payment or contact our office to establish a payment plan by the deadline stated above will leave us with no choice but to take further action. This may include referring your account to a third-party collection agency or initiating legal proceedings to recover the debt, which may result in additional costs and interest.

If you have already sent payment, please disregard this notice. Otherwise, please contact our billing department immediately at [Phone Number] or [Email Address] to resolve this matter.

Sincerely,

[Attorney Name/Billing Manager]

[Law Firm Name]