

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: FINAL NOTICE - OUTSTANDING INVOICE FOR LEGAL CONSULTATION**

Dear [Client Name],

This letter serves as a final formal notice regarding your unpaid balance of \$[Amount] for the legal consultation provided on [Date of Consultation].

Despite our previous reminders sent on [Date of First Notice] and [Date of Second Notice], we have not yet received payment or a response regarding this debt. Your account is now [Number] days past due.

Please remit the full payment of \$[Amount] by [Deadline Date, e.g., 7 days from today]. Payment can be made via [Payment Method: Credit Card, Check, Wire Transfer].

If payment is not received by the aforementioned date, we will be forced to take further action to recover the debt. This may include referring your account to a professional collection agency or initiating legal proceedings. Such actions may negatively impact your credit rating and result in additional costs or interest fees.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Firm Name]