

[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 DEMAND FOR PAYMENT - Case No: [Case Number]

Dear [Client Name],

This letter serves as a formal final demand for the payment of outstanding legal fees regarding your court representation in the matter of [Case Name/Description].

Despite previous invoices and reminders sent on [Date of First Invoice] and [Date of Second Invoice], our records indicate that your account remains delinquent. As of today, the total outstanding balance is **[\$Amount Due]**.

We have provided professional legal services in good faith, and this balance is now significantly past due. Please be advised that this is your final opportunity to resolve this matter amicably.

Full payment must be received within **[Number, e.g., 7 or 10]** business days from the date of this letter. Payments can be made via [Payment Method: e.g., Bank Transfer, Check, or Credit Card].

Failure to remit payment by [Deadline Date] will leave us with no alternative but to pursue further action to recover the debt. This may include:

- Commencing formal legal proceedings against you.
- Referring your account to a third-party debt collection agency.
- Reporting the delinquency to relevant credit bureaus.

We strongly urge you to settle this account immediately to avoid additional costs, interest, or legal complications. If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Firm Name]