

[Law Firm Name]
[Law Firm Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT - Case/Matter No: [Matter Number]

Dear [Client Name],

This letter serves as a final formal demand for payment regarding the outstanding legal fees for estate planning services rendered on your behalf. To date, our records indicate an overdue balance of **[\$Amount Due]**.

Despite previous invoices and reminders sent on [Date of First Invoice] and [Date of Second Invoice], we have not received the payment or a proposal for a payment plan. The services provided included [Brief description, e.g., Preparation of Last Will and Testament, Living Trust, and Power of Attorney].

Please be advised that this is your final notice. You are required to remit the full payment of **[\$Amount Due]** by **[Deadline Date, e.g., 7-10 days from today]**.

Payment can be made via the following methods:

- [Check payable to Law Firm Name]
- [Online Payment Link/Portal]
- [Wire Transfer Instructions]

If payment is not received by the deadline stated above, we will be forced to take further action to collect this debt. This may include referring your account to a collection agency or initiating legal proceedings. Please note that such actions may impact your credit rating and result in additional costs for which you may be held liable.

If you have already sent payment, please disregard this letter. If you have any questions or wish to discuss a settlement, please contact our office immediately at [Phone Number].

Sincerely,

[Signature]

[Name of Attorney/Billing Manager]
[Law Firm Name]