

## FINAL NOTICE

Date: [Insert Date]

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

Re: Final Notice of Overdue Payment for Legal Document Preparation

Dear [Client Name],

Our records indicate that your account is currently past due in the amount of \$[Total Amount Owed]. This balance is for the legal document preparation services completed on [Date Services Rendered] regarding [Project/Case Name].

Despite previous reminders sent to you on [Date of First Notice] and [Date of Second Notice], we have not yet received payment or a response regarding your outstanding balance.

Please be advised that this is a **final notice**. We request that you remit the full payment of \$[Total Amount Owed] by [Deadline Date].

Payment can be made via [Insert Payment Methods, e.g., Credit Card, Check, Online Portal].

If payment is not received by the deadline mentioned above, we will be forced to take further action to collect this debt, which may include referring your account to a collection agency or initiating legal proceedings. This may also result in additional interest charges or legal fees.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Firm Name]  
[Your Phone Number]  
[Your Email Address]