

[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 - INVOICE #[Invoice Number]**

Dear [Client Name],

This letter serves as a formal final demand for payment of your outstanding legal fees. According to our records, your account is seriously delinquent in the amount of \$[Total Amount Owed].

Despite previous notices sent on [Date of First Notice] and [Date of Second Notice], we have not received the balance due for services rendered regarding [Matter Name/Case Number].

Please be advised that unless we receive full payment by [Deadline Date - e.g., 5-7 business days from today], we will be forced to take further action to protect our interests. This may include:

- Formal withdrawal from your legal representation (if applicable and permitted by ethical rules).
- Referring your account to a third-party collection agency.
- Commencing legal proceedings to recover the debt, including costs and interest.

Please remit payment immediately via [Payment Method: Check/Wire/Online Portal]. If you have already sent payment, please disregard this notice.

If you wish to discuss a short-term payment plan to resolve this matter immediately, please contact our billing department at [Phone Number] no later than [Deadline Date].

Sincerely,

[Name of Partner or Billing Manager]  
[Law Firm Name]