

DATE: [Current Date]

TO:

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO COLLECT - OUTSTANDING BALANCE

Dear [Client Name],

This letter serves as a formal notification regarding the outstanding balance on your account for professional services rendered. As previously communicated, your initial retainer has been fully depleted, and subsequent invoices remain unpaid.

Current Account Summary:

- Total Outstanding Balance: \$[Amount]
- Days Past Due: [Number]

Despite our prior requests for replenishment of your retainer and payment of arrears, we have not received the necessary funds to maintain your file. Please be advised that per our signed engagement agreement, work on your matter may be suspended until your account is brought current.

Action Required:

Please remit the full payment of \$[Amount] by [Deadline Date] to avoid further action. Payments can be made via [Payment Methods, e.g., Check, Credit Card, Online Portal].

Failure to settle this balance or establish a formal payment plan by the aforementioned date will leave us with no choice but to escalate this matter to a third-party collections agency or pursue legal remedies to recover the debt. Additionally, we may formally move to withdraw as your legal counsel of record.

If you have already sent payment, please disregard this notice. If you wish to discuss a payment arrangement, contact our billing department immediately at [Phone Number].

Sincerely,

[Your Name/Firm Name]

[Your Title]

[Contact Information]