

[Your Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT - UNPAID LEGAL INVOICES

Dear [Client Name],

This letter serves as a formal final demand for payment regarding your outstanding balance with [Your Law Firm Name]. Our records indicate that the following invoices remain unpaid despite previous notices:

- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- **Total Outstanding Balance: \$[Total Amount]**

Your account is now [Number] days past due. We have attempted to resolve this matter amicably; however, we have not received the required payment or a proposal for a payment plan.

Please be advised that if payment is not received in full by [Deadline Date], we will be forced to take further action to recover this debt. This may include, but is not limited to:

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

Please remit payment immediately via [Payment Method: Check/Credit Card/Bank Transfer] to avoid these further steps. If you have already sent payment, please disregard this notice.

If you wish to discuss a settlement or a payment schedule, you must contact our billing department at [Phone Number] no later than [Date].

Sincerely,

[Your Name/Firm Partner Name]

[Title]

[Your Law Firm Name]