

FINAL COURTESY NOTICE

Date: [Insert Date]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Final Notice of Unpaid Legal Fees - Account #[Insert Account Number]

Dear [Client Last Name],

This letter serves as a final courtesy reminder regarding your outstanding balance of \$[Insert Amount] for legal services rendered by [Law Firm Name]. According to our records, this balance is now [Insert Number] days past due.

We have attempted to contact you on several occasions regarding this debt, but the balance remains unpaid. We value the relationship we had with you; however, we cannot continue to carry this outstanding debt.

Please remit the full payment by [Insert Deadline Date] to avoid further action. Payments can be made by [Insert Payment Methods: Check, Credit Card, Online Portal].

If we do not receive payment or hear from you to establish a formal payment plan by the date mentioned above, we will be forced to take further steps to collect this debt. This may include:

- Referring your account to a third-party collection agency.
- Commencing legal proceedings to recover the debt, including costs and interest.
- Reporting the delinquency to relevant credit bureaus.

If you have already sent your payment, please disregard this notice. If you have any questions regarding this invoice, please contact our billing department immediately at [Insert Phone Number].

Sincerely,

[Your Name/Firm Representative]

[Law Firm Name]

[Contact Information]