

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

[Date]

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

**RE: NOTICE OF OVERDUE ACCOUNT - [Case/Matter Name or Number]**

Dear [Client Name],

This letter is to formally notify you that your account with [Law Firm Name] is currently past due. Our records indicate an outstanding balance of \$[Amount] for legal services rendered through [Date].

According to our files, the following invoice(s) remain unpaid:

- Invoice #[Number] - [Date] - \$[Amount]
- Invoice #[Number] - [Date] - \$[Amount]

We value our attorney-client relationship and understand that oversight can occur. However, per the terms of our signed Retainer Agreement, payment is required within [Number] days of the invoice date. Please remit the total outstanding balance of \$[Total Amount] by [Deadline Date] to bring your account current.

Payment can be made via [Check/Credit Card/Online Portal/Wire Transfer].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment plan, please contact our billing department immediately at [Phone Number].

Failure to resolve this matter promptly may result in the suspension of legal services or further collection actions as permitted by law and professional ethics guidelines.

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Signature]

[Printed Name]  
[Title]