

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

[Date]

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

RE: Notice of Outstanding Balance - Account #[Account Number]

Dear [Client Name],

This letter is to formally notify you that your account with [Law Firm Name] currently has an outstanding balance of \$[Amount].

According to our records, this balance is associated with Invoice(s) #[Invoice Number(s)], which were due on [Due Date]. As of today, we have not received payment for these services.

We kindly request that you remit payment in full by [Deadline Date]. You may complete your payment via the following methods:

- **Check:** Payable to [Law Firm Name] and mailed to the address above.
- **Online:** [Link to payment portal, if applicable].
- **Wire Transfer:** [Provide banking details if applicable].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding the specific charges on your statement, please contact our billing department at [Phone Number] or [Email Address] immediately to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Billing Manager Name]
[Law Firm Name]