

[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: SECOND NOTICE - OVERDUE PAYMENT FOR LEGAL SERVICES

Dear [Client Name],

This letter serves as a formal follow-up to our previous notice dated [Date of First Notice] regarding your unpaid account balance for Invoice #[Invoice Number].

According to our records, your account is now [Number] days past due. As of today, the total outstanding balance is **\$(Amount Due)**. This balance was originally due on [Original Due Date].

We value our professional relationship and understand that oversight can occur. However, it is essential that this balance is settled immediately to avoid further administrative action or the potential suspension of legal services.

Payment Options:

- Check: Please mail to the address listed above.
- Credit Card/Online: Visit [Website Link] to pay securely.
- Wire Transfer: Please contact our office for banking details.

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 at [Phone Number] no later than [Date].

We look forward to resolving this matter promptly.

Sincerely,

[Your Name/Firm Representative]
[Title]
[Law Firm Name]