

[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: SECOND WARNING - OVERDUE PAYMENT NOTICE

Matter: [Case Name/Number]
Invoice Number: [Invoice Number]
Outstanding Balance: [Amount]

Dear [Client Name],

We are writing to follow up on our previous notice sent on [Date of First Notice] regarding your unpaid legal fees. According to our records, your account remains past due in the amount of [Amount].

This balance was originally due on [Original Due Date]. Despite our previous communication, we have not yet received payment or a response regarding your intent to settle this debt.

Please remit the full payment within [Number] days of the date of this letter. Payments can be made via [Payment Methods, e.g., check, wire transfer, or online portal].

If there is a reason for this delay, or if you wish to discuss a temporary payment arrangement, please contact our billing department immediately at [Phone Number]. We value our professional relationship and would prefer to resolve this matter amicably.

Failure to address this balance promptly may result in the suspension of further legal services or the initiation of formal collection procedures as outlined in our original engagement agreement.

If you have already sent payment, please disregard this letter.

Sincerely,

[Your Name/Firm Name]
[Title]