

[Your Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: SECOND NOTICE - Past Due Balance for Invoice #[Invoice Number]

Dear [Client Name],

This letter serves as a second formal notice that your account remains past due. Our records indicate that we have not yet received payment for invoice #[Invoice Number], which was originally due on [Original Due Date].

Account Summary:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Original Amount: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

We value our professional relationship and would like to resolve this matter promptly. If you have already sent your payment, please disregard this notice. If not, please submit the full balance by [Deadline Date, e.g., 5-7 days from now].

Payments can be made via [Payment Methods: Credit Card/Check/Wire Transfer].

If you are experiencing financial difficulties or have questions regarding the specific charges on your statement, please contact our billing department immediately at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

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