

[Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]

RE: SECOND NOTICE - OUTSTANDING INVOICE FOR LEGAL SERVICES

Dear [Client Name],

This letter serves as a second formal notice regarding the outstanding balance on your account with [Law Firm Name]. According to our records, we have not yet received payment for Invoice #[Invoice Number], dated [Original Invoice Date], which is now [Number] days past due.

Account Summary:

- Invoice Number: [Invoice Number]
- Original Due Date: [Due Date]
- Total Amount Due: \$[Amount]

We previously sent a reminder on [Date of First Notice], but your account remains unpaid. We value our professional relationship and understand that administrative delays can occur. However, it is essential that this balance is settled promptly to ensure the continued progress of your legal matters.

Please submit payment in full by [New Deadline Date] via [Payment Method: check, wire transfer, or online portal]. 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 invoice, please contact our billing department immediately at [Phone Number] so we can discuss a potential payment arrangement.

We look forward to resolving this matter promptly.

Sincerely,

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