

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

[Date]

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

RE: SECOND NOTICE - OUTSTANDING LEGAL FEES

Dear [Client Name],

According to our records, your account remains overdue for legal consultation services provided on [Date of Consultation]. We previously sent a notice on [Date of First Notice] regarding Invoice #[Invoice Number], but we have not yet received payment or a response.

Current Balance Due: \$[Amount]

We value our professional relationship and understand that administrative oversights can occur. However, this payment is now [Number] days past due. We kindly request that you settle this balance immediately to avoid further collection actions or potential late fees as outlined in our initial engagement agreement.

Payment can be made via [Payment Methods: e.g., check, bank transfer, online portal].

If you have already sent payment, please disregard this letter. If you are experiencing financial difficulties and would like to discuss a temporary payment plan, please contact our billing department at [Phone Number] before [Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

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