

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

[Date]

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

RE: SECOND NOTICE - OVERDUE PAYMENT FOR LEGAL SERVICES

Dear [Client Name],

This letter serves as a second formal notice regarding the outstanding balance on your account. According to our records, your account remains unpaid despite our previous notice sent on [Date of First Notice].

As of today, your total overdue balance is: **\${Amount Due}**.

This balance pertains to legal services rendered for [Case Name/Matter Number] during the period of [Date Range]. We have attached a copy of the original invoice for your reference.

Please submit your payment within [Number of Days, e.g., 7] business days to avoid further action. You may pay via the following methods:

- [Payment Method 1: e.g., Check by mail]
- [Payment Method 2: e.g., Online portal link]
- [Payment Method 3: e.g., Bank transfer details]

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

We value our professional relationship and look forward to resolving this matter promptly.

Sincerely,

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