

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: SECOND REMINDER - OVERDUE LEGAL EXPENSES

Dear [Client Name],

We are writing to follow up on our previous communication dated [Date of First Reminder] regarding your outstanding balance for legal services rendered in the matter of [Case Name/Reference Number].

According to our records, your account is now [Number] days past due. As of today, the total outstanding amount is: **[\$Amount Due]**.

We value our professional relationship with you; however, we require that this balance be settled immediately to ensure the continued progression of your legal matter. If you are experiencing financial difficulties, please contact our billing department at [Phone Number] to discuss a potential payment arrangement.

Payment Details:

Invoice Number: [Invoice #]

Due Date: [Original Due Date]

Payment Methods: [e.g., Bank Transfer, Credit Card, Check]

Please remit payment within [Number, e.g., 5] business days of receiving this letter. If payment has already been sent, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]