

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

[Date]

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

**RE: SECOND NOTICE - UNPAID LITIGATION COSTS**

Matter: [Case Name/Reference Number]  
Outstanding Balance: \$[Amount Due]

Dear [Recipient Name],

This letter serves as a second formal notice regarding the outstanding litigation costs incurred in connection with the above-referenced matter. According to our records, we have not yet received payment for the invoice dated [Date of First Invoice], which was due on [Original Due Date].

As previously discussed, these costs include [briefly list costs, e.g., filing fees, expert witness fees, court reporter fees, or transcripts]. These expenses are essential to the continued progression of your legal case.

A copy of the itemized statement is attached for your review. Please remit the total balance of \$[Amount Due] by [New Deadline Date] to ensure there are no interruptions in your legal representation or delays in court proceedings.

Payment can be made via [Payment Method: check, wire transfer, or online portal].

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

We look forward to resolving this matter promptly.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]