

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

RE: SECOND NOTICE - OVERDUE COUNSEL FEES

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

Dear [Client Name],

This letter serves as a second formal reminder that your account regarding legal services provided for [Matter Name] remains past due. Our records indicate that we have not yet received payment for Invoice #[Invoice Number], dated [Date of First Invoice], in the amount of [Amount].

A first notice was sent to you on [Date of First Notice], but the balance remains outstanding as of today's date. If there is a discrepancy or a reason for the delay that we are unaware of, please contact our billing department immediately.

Please remit the full payment of [Total Amount Due] by [Due Date] to avoid further action. Payments can be made via [Payment Methods, e.g., Check, Credit Card, Bank Transfer].

If payment has already been sent, please disregard this notice.

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

Sincerely,

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