

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

[Date]

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

RE: SECOND NOTICE OF OVERDUE BALANCE

Dear [Client Name],

This letter serves as a formal second notice regarding the outstanding balance on your account for legal services rendered. Our records indicate that we have not yet received payment following our initial reminder sent on [Date of First Notice].

Account Summary:

- Invoice Number(s): [Invoice Number(s)]
- Invoice Date(s): [Date(s)]
- Total Amount Due: \$[Amount]
- Days Past Due: [Number] Days

We value our professional relationship and understand that oversight can occur. However, your account is now significantly past due. Please remit the full balance of \$[Amount] by [Due Date] to ensure your account remains in good standing.

Payment Options:

Payments can be made via [Check/Credit Card/Online Portal/Wire Transfer]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding these specific charges, please contact our billing department immediately at [Phone Number] to discuss potential payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Administrator]
[Law Firm Name]