

**Date:** [Insert Date]

**To:**

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

**From:**

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

**RE: NOTICE OF NON-PAYMENT - UNREIMBURSED LITIGATION EXPENSES**

**Case Reference:** [Insert Case Name/Number]

Dear [Recipient Name],

This letter serves as a formal notice regarding the outstanding litigation expenses incurred during the course of the above-referenced matter. According to our records and the agreement dated [Insert Date of Agreement], you are responsible for the reimbursement of these costs.

As of [Insert Date], the following expenses remain unpaid:

- [Description of Expense 1]: \$[Amount]
- [Description of Expense 2]: \$[Amount]
- [Description of Expense 3]: \$[Amount]

**Total Balance Due: \$[Total Amount]**

These expenses were due for payment by [Insert Original Due Date]. Despite previous reminders, we have yet to receive the funds. Please be advised that failure to settle this balance within [Insert Number] days of the date of this letter may result in [Insert Consequence, e.g., legal action, interest accrual, or cessation of services].

Please remit payment via [Insert Payment Method, e.g., Check, Wire Transfer, Online Portal].

If you believe this notice has been sent in error, or if you have already sent the payment, please contact our office immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]