

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Law Firm/Company Name]

[Address]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - Case: [Case Name/Number]

Dear [Recipient Name],

This letter serves as a formal notice regarding the outstanding balance for expert witness services provided in relation to the aforementioned matter. Our records indicate that the following invoice(s) remain unpaid despite being past due:

- Invoice Number: [Number]
- Invoice Date: [Date]
- Amount Due: \$[Amount]
- Due Date: [Date]

Per the terms of the Expert Witness Retention Agreement signed on [Date of Contract], payment was required within [Number] days of the invoice date. Your failure to remit payment constitutes a breach of our contractual agreement.

Please be advised that if the full balance of \$[Total Amount] is not received within [Number, e.g., 7 or 10] business days from the date of this letter, I will be forced to take further action to protect my interests. This may include:

- The assessment of late fees and interest as permitted by the contract.
- Formal notification to the court regarding the fee dispute.
- Referral of this account to a collection agency or the initiation of legal proceedings.

If payment has already been sent, please disregard this notice. Otherwise, please remit payment immediately via [Payment Method, e.g., Check/Wire Transfer/Online Portal].

Sincerely,

[Your Signature]

[Your Printed Name]