

[Your Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]

RE: NOTICE OF OUTSTANDING LEGAL FEES

Matter: [Case Name or Reference Number]
Invoice Number(s): [List Invoice Numbers]

Dear [Client Name],

This letter is a formal reminder regarding the outstanding balance on your account for legal services provided. Our records indicate that as of [Date], the total amount of **[\$Amount]** remains unpaid.

The following invoices are currently past due:

- Invoice #[Number] - Date: [Date] - Amount: **[\$Amount]**
- Invoice #[Number] - Date: [Date] - Amount: **[\$Amount]**

We value our relationship with you and understand that delays can occur. Please arrange for payment of the total balance by [Due Date]. Payment can be made via [Payment Methods, e.g., Bank Transfer, Credit Card, Check].

If you have already sent payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding these charges, please contact our billing department immediately at [Phone Number] to discuss a potential payment arrangement.

Failure to settle this balance or contact us may result in the suspension of further legal services or further collection actions as permitted by our engagement agreement.

Thank you for your prompt attention to this matter.

Sincerely,

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