

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

[Date]

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

RE: Notice of Formal Notification Procedures and Account Status

To Whom It May Concern,

This letter serves as formal notification regarding the outstanding obligations of [Law Firm Name] to [Creditor Name]. Please be advised that our firm is currently updating its internal accounting and creditor management procedures.

To ensure the accurate processing of all claims and payments, please adhere to the following notification procedures moving forward:

- **Submission of Invoices:** All invoices must be submitted electronically to [Email Address] or via certified mail to the address listed above.
- **Verification of Debt:** Please provide a current statement of account, including the original principal amount, any accrued interest, and a breakdown of services rendered or goods provided.
- **Deadline for Response:** We request that you provide the requested documentation within [Number] business days of receipt of this notice.
- **Payment Correspondence:** All future correspondence regarding payment plans or settlements should be directed to [Name of Contact Person/Department].

Our records currently indicate a balance of \$[Amount] owed to your organization. If this amount does not align with your records, please provide supporting documentation immediately.

We appreciate your cooperation in streamlining these administrative processes. If you have any questions regarding these procedures, please contact our office directly.

Sincerely,

[Signature]

[Printed Name]
[Title/Position]
[Law Firm Name]