

DATE: [Current Date]

TO:

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

FROM:

[Law Firm Name]
[Attorney Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND FORMAL DEMAND FOR PAYMENT

Dear [Client Name],

This letter serves as formal notice that your account is currently in default for failure to pay legal fees for professional services rendered in connection with [Matter Name/Case Number].

According to our records, the following invoice(s) remain outstanding:

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

Despite previous reminders sent on [Dates of previous reminders], we have not received the balance due. Pursuant to our Engagement Agreement dated [Date], payment was due within [Number] days of the invoice date.

Demand for Payment:

Please remit the full balance of \$[Total Amount] by [Deadline Date]. Payment can be made via [Payment Method: e.g., Check, Credit Card, Wire Transfer].

Failure to cure this default by the aforementioned date may result in the following actions:

- Immediate cessation of all legal work on your file.
- Withdrawal as your legal counsel of record in pending litigation.
- Referral of this account to a collections agency or the initiation of legal proceedings to recover the debt, including interest and collection costs.

If you have already sent payment, please disregard this notice. If you are experiencing financial hardship and wish to propose a payment plan, please contact our billing department immediately at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Law Firm Name]