

[Your Law Firm Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Notice of Unpaid Legal Fees - Invoice #[Invoice Number]**

Dear [Client Name],

This is a friendly reminder that our records indicate an outstanding balance of \$[Amount] on your account. This balance relates to invoice #[Invoice Number], which was issued on [Date] for legal services regarding [Matter Description].

We understand that this may have been an oversight. We kindly request that you settle this invoice at your earliest convenience. For your reference, I have attached a copy of the original invoice to this letter.

Payment can be made via [Payment Methods: e.g., check, bank transfer, or online portal].

If you have already sent your payment, please disregard this notice. If you have any questions regarding the invoice or if you are experiencing difficulties making the payment, please contact our billing department at [Phone Number] so we can discuss a resolution.

Thank you for your prompt attention to this matter and for the opportunity to serve your legal needs.

Sincerely,

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