

## **FINAL DEMAND FOR PAYMENT**

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

Re: Final Demand for Payment of Overdue Attorney Fees - Invoice #[Insert Number]

Dear [Client Name],

This letter serves as a formal final demand for the payment of outstanding legal fees owed to [Law Firm Name] for services rendered regarding [Case Name/Matter].

Our records indicate that your account is currently past due in the amount of \$[Total Amount Owed]. Despite previous notices sent on [List Dates of Previous Notices], we have not received payment or a proposal for a payment plan.

Please be advised that this is your final notice. You are required to remit the full payment of \$[Total Amount Owed] by [Insert Deadline Date, e.g., 7 days from today].

Failure to settle this balance by the aforementioned date will leave us with no choice but to take further action to collect the debt. This may include:

- Commencing formal legal proceedings against you.
- Reporting the delinquency to credit bureaus.
- Referring your account to an external collection agency.

Payment can be made via [Insert Payment Methods: Check, Wire Transfer, Online Portal].

If you have already sent your payment, please disregard this notice. If there is a dispute regarding the amount owed, you must contact our office immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Law Firm Name]