

head>

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

[Date]

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

**RE: NOTICE OF ACCRUED INTEREST ON OVERDUE BALANCE**

Dear [Client Name],

This letter serves as a formal notice regarding the outstanding balance on your account for legal services rendered under [Matter Name/Case Number].

As of [Date], our records indicate an unpaid balance of \$[Principal Amount]. According to the terms of our signed Retainer Agreement dated [Date], unpaid balances are subject to an annual interest rate of [Percentage]%.

Please find the breakdown of the charges below:

- Principal Unpaid Balance: \$[Amount]
- Accrued Interest (from [Start Date] to [End Date]): \$[Amount]
- **Total Amount Due: \$[Total Amount]**

We request that the total amount be paid in full by [Due Date] to avoid the further accumulation of interest. Payments can be made via [Payment Method: Check/Wire Transfer/Online Portal].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Title]