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60-DAY FOLLOW-UP LETTER

[Date]

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

Dear [Client Name]:

It has been thirty days (30) since my last letter and we have not heard from you regarding payment. According to our fee agreement, all invoices must be paid within 30 days of receipt of the invoice. If we are to continue to provide you with a high level of service, it is critical that we have invoices paid in a timely manner.

Please contact me immediately if you have any problems with the payment of this invoice. If I do not hear from you, we will expect full payment by [date].

Sincerely,

[Lawyer's Name]

[Firm Name]