

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<client>

<address>

<address>

<address>

Re: Representation Issue – Past Due Account

Dear <client>:

At the time our firm agreed to represent you in the matter of <identify> a fee was agreed to be paid by you for our services. As of this date, the amount of \$ is outstanding and has not been paid, as indicated from the attached statement. In order for our firm to continue to assist you with this matter, acceptable arrangements must be made to clear this past due amount.

Please contact me about this as soon as possible.

With kindest regards, I am

Sincerely yours,

cc: file