

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Demand for Payment of Legal Fees

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally demand payment for the legal fees incurred in relation to [brief description of the case or matter, e.g., "the lawsuit filed on March 10, 2023"].

As agreed upon in our engagement letter dated [date], the total amount due for services rendered amounts to [total amount]. This amount covers [briefly outline the services provided, e.g., "consultations, document preparation, and representation during hearings"].

According to our records, the payment of [amount] was due on [due date].

As of today, [current date], it remains unpaid.

Please remit payment within [number of days, typically 14 or 30] days from the date of this letter to avoid further action. Payment can be sent to the above address or via [preferred payment method, e.g., bank transfer, check].

Should you have any questions regarding this matter, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Law Firm's Name, if applicable]