

A Collection of Free Online Invoice Email Samples for Attorneys

When sending client invoices, most attorneys include a basic email with minimal information.

But these attorneys lose a prime opportunity to promote faster payments and strengthen attorney-client relationships.

The email that accompanies your law firm invoice provides a valuable platform for communicating with clients. Use these messages to expand your bill, further validating the knowledge, skill, and expertise that goes into completing their matters. While your clients know that you provided general legal services, they may not understand the full value of the services you provided.

Your invoice emails can expand the information included within the bill, and this post provides some sample passages that you can incorporate for effective invoice emails:

Positive Results

If your efforts resulted in positive progress in the matter, make sure you tell the client about it in the email. Here are some examples:

- *We successfully argued against opposing counsel's efforts to delay the case by filing a timely response to his motion for a continuance and presenting arguments on your behalf that persuaded the judge to rule in our favor.*
- *Through the efforts of your counsel, we were able to identify several case precedents that we believe will prove highly useful should your matter go to trial. One such case includes details very similar to specific facts of your case and resulted in a verdict that strongly supports your side of the conflict.*

- *We are pleased to inform you that, after vast negotiation, the opposing party has agreed to meet the requested terms of the contractual agreement. We are now able to move forward with drafting the contract documents and securing final signatures for the execution of the agreement.*

When supplied with this level of detailed information, clients better understand and appreciate the effort necessary to successfully resolve their cases.

Negative Results

While it may not be as easy to do, you should also include information about negative occurrences within the case. You have a responsibility to keep your clients informed about the positives and negatives of their case. Plus, by directly providing them with the negative information, you can frame it in a way best describes what happens while still highlighting your efforts to secure a positive result. You can also advise the client on the next steps to be taken. Consider these examples:

- *Though we presented numerous precedents supporting your argument and earnestly argued your position to the court, the judge, unfortunately, sided with opposing parties on their motion to suppress. In response, we noted a timely objection to preserve the issue in the event of an appeal.*
- *Please note that the administrative judge has denied your pending petition. Our office has already begun working on your appeal and we will continue to earnestly pursue all possible remedies on your behalf.*
- *Unfortunately, despite several efforts to negotiate a satisfactory resolution, the opposing party still refuses to compromise and had stopped participating in the settlement proceedings. As a result, we will move forward with trial preparations.*

While it may not be necessary to include such detailed emails with every single invoice, they can be extremely effective at strategic points throughout the case.

Overdue Invoices

If your client's account carries an overdue balance at the time that a new invoice is issued, you can include language that firmly, but politely, includes a reminder for payment. Here are a few sample clauses that address this point:

- *We hope this email finds you well. Please note that we have yet to receive your payment for the invoice due on [date due] for the amount of [amount due]. Please advise as to when we can expect to receive payment for this overdue balance. Thank you.*
- *Also, please note that that [amount owed on invoice] with respect to your invoice dated [date of invoice] was due for payment on [date due]. Please confirm that everything is on track for payment within the next [number of days] days. Thank you.*

These simple reminders are short and to the point. They remain friendly, but they are also professional in nature to best communicate the expectation of payment.

Asking for Feedback

Your invoice email is also a great way to gauge the satisfaction of your clients with the services provided by your firm. Include a statement that invites clients to contact the law office to ask questions, give compliments, or express concerns about the legal services they received. Here are some sample clauses that you may use:

- *We hope that you are fully satisfied with the services rendered by our office. If you have any additional questions or concerns, please do not hesitate to contact the office. We are happy to speak with you and work to remedy any concerns you may have about your representation.*
- *We continuously strive to provide all of our clients with the highest quality of legal representation. Please help us serve you better by taking a few minutes to complete our client satisfaction survey. Please be honest and transparent in your answers, so that we can best identify areas for improvement within the firm.*

Asking for feedback in your invoice emails helps you connect with current clients while demonstrating your interest in providing a positive service experience.

Asking for Referrals

Promote future business by using your invoice email to request referrals. It is the perfect time to bring up referrals, especially if you have secured a positive outcome for the client. Consider using this sample language:

- *Do you have any further legal needs?*
- *May I check back with you in six months to see if you have any further legal needs?*
- *Do you have any friends or family members with legal needs I may be able to assist with?*
- *We appreciate any referrals you may provide.*
- *We also assist with [other firm practice areas]. Should you have legal needs in these areas now or in the future, please don't hesitate to contact our office for assistance.*
- *All referrals are appreciated.*

This type of language lets your clients know that you are open to referrals and appreciate their repeat business.

About Erika Winston:

Erika Winston is a freelance writer with a passion for law. Through her business, Personal Touch Edits, she helps legal professionals deliver effective written messages. Erika is a regular contributor to [TimeSolv](#) and a variety of other publications.