

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

[Date]

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

Subject: Amicable Resolution Regarding Outstanding Retainer Balance

Dear [Client Name],

I am writing to you regarding the outstanding balance on your account for legal services provided in relation to [Case Name/Matter Description]. According to our records, there is an unsettled balance of \$[Amount] remaining on your retainer account.

We value the relationship we have built with you and understand that financial circumstances can change unexpectedly. Our goal is to resolve this matter amicably and in a way that is manageable for you.

To assist in clearing this balance, we would like to offer the following options:

- **Lump Sum Settlement:** A discounted one-time payment of \$[Amount] if paid by [Date].
- **Payment Plan:** Installment payments of \$[Amount] per month until the balance is satisfied.
- **Discussion:** A brief meeting or call to discuss a customized arrangement that fits your current situation.

Please let us know by [Date] which option works best for you, or contact our office at [Phone Number] to discuss this further. We would prefer to reach a mutual agreement rather than pursuing formal collection efforts.

Thank you for your prompt attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]