

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Status Update Regarding Retainer Fee - [Project Name/Account Number]

Dear [Client Name],

I hope this email finds you well. We are excited to begin our partnership and start working on [Project Name].

This is a follow-up regarding the initial retainer fee of [Amount], as outlined in our signed agreement dated [Date]. Our records indicate that we have not yet received confirmation of this payment.

As a reminder, the payment of the retainer fee is required to finalize the onboarding process and officially schedule the commencement of services. Please let us know if the payment has already been sent or if you require any additional information to complete the transaction.

For your convenience, I have attached a copy of the invoice to this letter. Payment can be made via [List Payment Methods, e.g., Wire Transfer, Credit Card, Check].

Thank you for your prompt attention to this matter. We look forward to working with you.

Best regards,

[Your Signature]
[Your Printed Name]
[Your Title]