

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

[Date]

[Name of Contact Person]  
[Debt Collection Agency Name]  
[Agency Address]  
[City, State, Zip Code]

**RE: Follow-Up on Outstanding Retainer Fee - [Your Account Number or Reference]**

Dear [Contact Person Name],

I am writing to follow up on our previous communication regarding the professional services agreement between [Your Company Name] and [Debt Collection Agency Name] dated [Date of Agreement].

To date, we have not yet received the required retainer fee of [Amount] which was due on [Due Date]. As per our contract, this retainer is necessary to initiate the collection process for the accounts we have assigned to your agency.

Please find the payment details below for your reference:

- **Invoice Number:** [Invoice Number]
- **Amount Due:** [Amount]
- **Payment Methods:** [List methods, e.g., Bank Transfer, Credit Card, Check]

We are eager to begin work on these recovery efforts. Please confirm once the payment has been processed. If you have already sent the payment, please disregard this letter.

If there are any issues regarding the payment or if you require additional documentation, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Job Title]