

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

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

**Subject: Final Follow-Up: Retainer Deposit for [Project Name/Case Number]**

Dear [Client Name],

I am writing as a final follow-up regarding the initial retainer deposit of \$[Amount] for the commencement of our services. We previously sent requests on [Date of First Request] and [Date of Second Request].

At this time, we have not yet received the funds. As a reminder, the payment of this retainer is required before we can officially begin work on your file and secure your place on our current schedule.

If you still intend to move forward, please submit the payment by [Deadline Date]. You can complete the payment via [Payment Method/Link].

If we do not receive the deposit or hear from you by the date above, we will assume you no longer require our services and will close your pending file. Should you wish to proceed at a later date, a new quote or agreement may be required based on our future availability.

If you have already sent the payment, please disregard this notice.

Sincerely,

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