

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

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

**Subject: Reminder: Outstanding Retainer Balance - [Account/Case Number]**

Dear [Client Name],

This is a gentle reminder regarding the retainer balance for your account. Our records indicate that there is currently an outstanding balance of \$[Amount].

To ensure that we can continue providing uninterrupted services on your behalf, we kindly request that you replenish the retainer fund at your earliest convenience. You can make a payment via [Payment Method: e.g., online portal, check, or bank transfer].

If you have already sent the payment, please disregard this notice. If you have any questions regarding your statement or if there is anything we can do to assist you, please do not hesitate to contact our office.

Thank you for your prompt attention to this matter and for your continued trust in our services.

Sincerely,

[Your Name]  
[Your Title]  
[Phone Number]