

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

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

**Subject: Friendly Reminder: Retainer Payment for [Project/Account Name]**

Dear [Client Name],

I hope this email finds you well.

I am writing to send a friendly reminder regarding the retainer invoice #[Invoice Number] for [Project Name], which was issued on [Date]. According to our records, we have not yet received the payment of [Amount].

We are very much looking forward to moving ahead with our scheduled work. As a reminder, our agreement involves the receipt of this retainer prior to [starting the next phase/commencing the project].

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience. For your reference, I have attached a copy of the invoice to this message.

If there are any questions or if there is anything we can do to assist with the payment process, please do not hesitate to reach out.

Thank you for your prompt attention to this matter and for your continued business.

Best regards,

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