

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Outstanding Retainer Balance for Professional Services

Dear [Recipient Name],

I am writing to follow up on the professional services provided by [Your Company Name] for the period of [Start Date] to [End Date].

According to our financial records, there is an outstanding retainer balance of \$[Amount] associated with your account. This amount was due on [Due Date] as per our signed agreement dated [Agreement Date].

We value our professional relationship and want to ensure that your account remains in good standing. If you have already sent the payment, please disregard this notice. Otherwise, we kindly request that you settle the balance by [New Deadline Date] to ensure the uninterrupted delivery of our services.

Payment can be made via [Payment Method: e.g., Bank Transfer, Credit Card, or Check]. Please find the attached invoice for your reference.

If there are any discrepancies or if you are experiencing circumstances that require a payment plan, please contact our billing department at [Phone Number] or [Email Address] so we can find a solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]