

Subject: Reminder: Retainer Fee Payment for Partnership Commencement

Dear [Partner Name],

We are excited to begin our formal partnership with [Company Name].

This is a friendly reminder regarding the initial retainer fee of [Amount], as outlined in our signed agreement dated [Date]. Our records indicate that we have not yet received this payment.

As per our contract, the payment of this fee is required to officially commence our services and allocate the necessary resources to your account.

Payment Details:

- **Invoice Number:** [Invoice Number]
- **Due Date:** [Date]
- **Payment Method:** [Bank Transfer/Credit Card/Online Portal]

If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance at your earliest convenience so we can begin our work together.

If you have any questions regarding the invoice or need assistance with the payment process, please let us know.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]