

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: NOTICE OF PAST DUE RETAINER BALANCE

Dear [Client Name],

This letter is to notify you that your retainer account for [Matter Name/Case Number] currently shows a deficit. As per our initial engagement agreement, a minimum retainer balance must be maintained to continue our services.

Below is the summary of your account reconciliation:

- Current Retainer Balance: \$[Amount]
- Outstanding Invoices: \$[Amount]
- Required Replenishment Amount: \$[Amount]
- **Total Payment Due: \$[Total Amount]**

Please provide payment by [Date] to bring your account back into good standing. This will ensure that there are no interruptions in the legal services provided to you.

Payment can be made via [Payment Method/Portal Link]. If you have already sent this payment, please disregard this notice.

If you have any questions regarding this reconciliation or the attached invoices, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Firm Name]

[Title]