

[Your Name]
[Your Company Name]
[Your Address]
[Date]

[Client Name]
[Client Company Name]
[Client Address]

Subject: Follow-up regarding Retainer Fee for [Project Name/Service]

Dear [Client Name],

I hope you are having a productive week.

I am writing to kindly follow up on the status of the retainer fee invoice #[Invoice Number], which was sent on [Date] for the amount of [Amount]. According to our records, we have not yet received payment for this invoice.

As a reminder, the payment of this retainer is necessary to secure your spot on our schedule and to begin work on [Project/Service Name].

If you have already sent the payment, please disregard this message. Otherwise, I have attached a copy of the invoice for your convenience. Please let me know if you have any questions or if there are any issues with the billing details.

Thank you for your prompt attention to this matter. I look forward to starting our work together.

Best regards,

[Your Signature]
[Your Printed Name]
[Your Phone Number]