

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

[Date]

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

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

Dear [Client Name],

I hope you are doing well. This is a friendly reminder regarding the retainer payment for our upcoming services.

Our records indicate that we have not yet received the retainer amount of [Amount] for [Project/Matter Name], which was due on [Due Date]. As per our initial agreement, this deposit is required to secure our services and begin work on your behalf.

We are eager to start on your project. To ensure there are no delays in the schedule, please submit your payment via [Payment Method: e.g., Bank Transfer/Online Portal/Check].

If you have already sent the payment, please disregard this notice. If you have any questions or require an updated invoice, please let us know immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]