

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Professional Courtesy Reminder: Overdue Retainer Payment

Dear [Client Name],

This is a professional courtesy reminder regarding your account for [Project Name/Matter Description]. Our records indicate that we have not yet received the retainer replenishment/payment requested on [Date of Original Invoice].

As of today, the outstanding balance for your retainer is \$[Amount].

We value our professional relationship and wish to ensure there is no interruption in the services we provide. Please remit the payment by [Due Date] via [Payment Method, e.g., check, wire transfer, or online portal].

If you have already sent this payment, please disregard this notice. If you have any questions regarding your account or wish to discuss a payment arrangement, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]

[Your Title]