

Subject: Second Follow-Up: Pending Retainer Invoice [Invoice Number]

Dear [Client Name],

I hope you are having a productive week.

We are following up regarding our previous notice sent on [Date] concerning the outstanding retainer invoice [Invoice Number] for the amount of [Amount]. According to our records, this payment is now [Number] days overdue.

As a reminder, our agreement requires the retainer to be settled before we can proceed with the next phase of your project. To avoid any delays in our scheduled timeline, we kindly request that you process this payment at your earliest convenience.

If payment has already been sent, please disregard this message. Otherwise, please let us know if there is anything we can do to assist with the billing process.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]