

[Your Name/Company Name]  
[Address Line 1]  
[Address Line 2]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Address Line 1]  
[Client Address Line 2]

**RE: SECOND NOTICE - Outstanding Retainer Balance for [Case/Project Name]**

Dear [Client Name],

Our records indicate that we have not yet received the replenishment for your retainer as requested in our initial notice dated [Date of First Notice]. As of today, your account remains below the required minimum balance.

Current Retainer Balance: \$[Amount]  
Replenishment Amount Due: \$[Amount]  
Total Retainer Required: \$[Total Amount]

As per our engagement agreement, a current retainer is necessary to continue our professional services. Please remit the replenishment amount by [Date] to ensure there is no interruption in the handling of your matter.

Payment can be made via [Payment Method: Check/Online Portal/Wire Transfer]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding your bill, please contact our billing department immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]