

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: SECOND REMINDER - OVERDUE RETAINER FEE PAYMENT

Dear [Client Name],

We are writing to follow up on our previous notice dated [Date of First Reminder] regarding the outstanding retainer fee for [Project Name/Account Number]. According to our records, we have not yet received payment of [Amount Due].

This payment was originally due on [Original Due Date]. As per our agreement, this retainer is necessary to continue providing our services. Please be advised that failure to settle this balance immediately may result in a temporary suspension of work on your account.

Please remit payment via [Payment Method: e.g., Bank Transfer, Credit Card, Check] by [Deadline Date].

If you have already sent the payment, please disregard this letter. If you are experiencing difficulties making this payment, please contact us immediately to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Phone Number]
[Your Email Address]