

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

**RE: Notice of Unpaid Retainer Balance - [Case Name/Matter Number]**

Dear [Client Name],

This letter serves as a formal follow-up regarding the outstanding retainer balance for legal services provided by [Law Firm Name].

According to our records, your account currently has an unpaid balance of \$[Amount]. Our initial request for replenishment was sent on [Date of First Notice], but we have not yet received payment or a response regarding your intent to settle the account.

As per our signed Engagement Agreement, maintaining a positive retainer balance is a requirement for our continued representation. This ensures that we have the necessary resources to dedicate to your matter without interruption.

Please remit payment in full by [Due Date] via one of the following methods:

- [Insert Payment Method 1, e.g., Online Portal Link]
- [Insert Payment Method 2, e.g., Check payable to...]
- [Insert Payment Method 3, e.g., Wire Transfer]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a temporary payment arrangement, please contact our billing department at [Phone Number] or [Email Address] immediately.

Please be advised that continued failure to replenish the retainer may result in the suspension of legal work on your file or our withdrawal as your legal counsel.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Administrator Name]  
[Law Firm Name]