

[Your Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

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

RE: SECOND REMINDER: Outstanding Retainer Balance - Case Ref: [Case Number/Matter Name]

Dear [Client Name],

We are writing to follow up on our previous notice dated [Date of First Reminder] regarding the outstanding balance on your legal retainer account. As of today, we have not yet received the required payment.

To ensure the continued progression of your legal matter, a payment of \$[Amount Due] is required to replenish your retainer fund. Please find the account details for payment below:

- **Bank Name:** [Bank Name]
- **Account Name:** [Account Name]
- **Account Number:** [Account Number]
- **Routing/Sort Code:** [Code]
- **Reference:** [Case Number/Invoice Number]

Please be advised that per our signed engagement agreement, a positive retainer balance must be maintained for work to continue. Failure to settle this balance by [Deadline Date] may result in the suspension of legal services or our withdrawal from your case.

If you have already sent this payment, please disregard this letter. If you are experiencing difficulties making this payment, please contact our billing department immediately at [Phone Number] to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]
[Title]