

[Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

RE: SECOND NOTICE - OVERDUE RETAINER REPLENISHMENT
Matter: [Case Name/Reference Number]

Dear [Client Name],

This letter serves as a second formal demand for the replenishment of your legal retainer. As of [Date], our records indicate that your account remains overdue in the amount of \$[Amount].

We previously contacted you on [Date of First Letter] regarding this balance, but we have yet to receive payment or a response regarding your intentions to settle this matter. As outlined in our initial engagement agreement, a maintained retainer is required to continue our legal representation.

Please remit the full payment of \$[Amount] by [Deadline Date] to avoid any interruption in services. Payments can be made via [Payment Method: Check, Credit Card, Wire Transfer].

Failure to replenish the retainer by the aforementioned date may force us to cease all work on your file and/or file a motion to withdraw as your legal counsel with the court. This may have significant consequences for your pending legal matter.

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

Sincerely,

[Your Name/Partner Name]
[Title]
[Law Firm Name]