

[Your 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 LEGAL RETAINER REPLENISHMENT**

Dear [Client Name],

Our records indicate that we have not yet received payment for the replenishment of your legal retainer, despite our previous notice sent on [Date of First Notice].

As per our Retainer Agreement, a minimum balance of \$[Amount] must be maintained in your trust account to ensure the continued progression of your legal matter. As of today, your account balance is \$[Current Balance].

Please remit a payment of **\$[Amount Due]** by [Due Date] to bring your account back to the required level.

Failure to replenish the retainer may result in the suspension of all work on your file and potential withdrawal from your representation. We wish to avoid this outcome and encourage you to settle this balance immediately.

You may submit payment via:

- [Payment Method 1, e.g., Online Portal Link]
- [Payment Method 2, e.g., Check by mail]
- [Payment Method 3, e.g., Phone]

If you have already sent your payment, please disregard this letter. If you have any questions regarding this balance or need to discuss a payment arrangement, please contact our billing department at [Phone Number] immediately.

Sincerely,

[Your Name/Firm Name]  
[Title]