

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Date]

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

Subject: SECOND NOTICE: Outstanding Retainer Balance - [Case Reference Number]

Dear [Client Name],

We are writing to follow up on our previous statement sent on [Date of First Letter] regarding the outstanding balance for your legal retainer. As of today, our records indicate that an amount of \$[Amount] remains unpaid.

This payment was due on [Original Due Date]. We understand that oversight can occur; however, your account is now [Number] days past due. To ensure there is no interruption in the legal services provided to your case, we request that you settle this balance immediately.

Account Summary:

- Invoices Covered: [Invoice Numbers]
- Total Outstanding Balance: \$[Amount]
- Original Due Date: [Date]

Please make your payment via [Payment Method: Check/Online Portal/Wire Transfer]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding the specific charges, please contact our billing department at [Phone Number] or [Email Address] by [Date] to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Law Firm Name]