

[Law Firm Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: SECOND NOTICE - PAST DUE RETAINER REPLENISHMENT**

Dear [Client Name],

This letter serves as a second formal request regarding the outstanding balance for your legal retainer fee. According to our records, your account remains past due in the amount of \$[Amount].

We previously sent a notice on [Date of First Notice] regarding this balance. As of today, we have not received payment or a response regarding your intent to pay. As outlined in our initial Engagement Agreement, a current retainer is necessary to continue providing legal services on your behalf.

Please remit the full payment of \$[Amount] by [Due Date] to ensure there are no disruptions in your representation. You may submit payment via the following methods:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Check by mail]
- [Payment Method 3: e.g., Credit card via phone]

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Title/Firm Name]