

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: SECOND NOTICE - Outstanding Legal Retainer Arrears

Dear [Client Name],

We are writing to follow up on our previous notice dated [Date of First Letter] regarding your outstanding legal retainer balance for [Case Name/Matter Number].

As of today, our records show that your account remains in arrears in the amount of **[\$Amount]**. As per our initial retainer agreement, maintaining a positive balance is required to ensure the continued progression of your legal matter.

Please remit payment within [Number] business days. You may pay via [Payment Method/Link].

If you have already sent 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.

Failure to bring your account current may result in a suspension of legal services on your file.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Law Firm Name]

[Your Contact Information]