

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

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

**RE: SECOND REMINDER - OUTSTANDING RETAINER PAYMENT**

Matter Description: [Case Name/Matter Number]

Dear [Client Name],

We are writing to follow up on our previous correspondence dated [Date of First Reminder] regarding the outstanding retainer balance for your legal matter.

Our records indicate that we have not yet received the required payment of \$[Amount]. As noted in our initial engagement agreement, a current retainer is necessary to continue performing work on your behalf.

Current Status:

- Outstanding Amount: \$[Amount]
- Original Due Date: [Date]

Please remit payment within [Number] business days via [Payment Method: Check/Wire/Online Portal].

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

Please be advised that failure to replenish the retainer may result in the suspension of legal services or our withdrawal from your case.

Sincerely,

[Your Name/Firm Representative]  
[Title]