

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

[Date]

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

RE: SECOND WARNING - FINAL NOTICE FOR UNPAID RETAINER FEE

Dear [Client Name],

This letter serves as a formal second warning regarding your outstanding retainer balance for legal services. Our records indicate that we have not yet received payment of [Amount Owed], which was due on [Original Due Date].

We previously contacted you on [Date of First Warning] regarding this matter, but the balance remains unpaid. As specified in our signed Engagement Agreement, a current retainer is a requirement for our firm to continue representing your interests in [Case Name/Matter Number].

Please be advised that if payment is not received by [Final Deadline Date], we will be forced to take the following actions:

- Immediate suspension of all legal work on your file.
- Formal withdrawal as your legal counsel of record.
- Referral of this account to a collection agency or legal action to recover the debt.

Please remit payment immediately 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, please contact our billing department at [Phone Number] immediately to discuss a potential payment arrangement.

Sincerely,

[Your Name/Firm Partner Name]
[Title]
[Law Firm Name]