

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

RE: URGENT SECOND REMINDER - OVERDUE LEGAL RETAINER DEBT

Dear [Client Name],

Our records indicate that we have not yet received payment for the outstanding legal fees or the replenishment of your retainer account, despite our previous reminder sent on [Date of First Reminder].

As of today, your account remains overdue in the amount of **[\$Amount Due]**. This balance relates to Invoice(s) #[Invoice Number(s)] for legal services rendered in the matter of [Case/Matter Name].

Please be advised that maintaining a current retainer is a requirement of our Representation Agreement. Failure to clear this debt immediately may result in the following actions:

- Suspension of all legal work on your file.
- Formal withdrawal from your case as your legal representative.
- Referral of this matter to a debt collection agency or legal proceedings to recover the balance.

Please remit the full payment within [Number] days of the date of this letter via [Payment Method: e.g., Bank Transfer, Credit Card, or Check].

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

We look forward to your prompt attention to this urgent matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Firm Name]