

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Date]

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

RE: NOTICE OF SERVICE CANCELLATION - OVERDUE RETAINER FEES

Dear [Client Name],

This letter serves as formal notification that we are canceling our professional services effective [Date], due to the non-payment of your retainer fees.

As per our agreement dated [Contract Date], a retainer payment was required to maintain active services. According to our records, your account is currently [Number] days past due, with a total outstanding balance of \$[Amount].

Despite previous reminders sent on [Dates of previous reminders], we have not received the required payment. Consequently, we have ceased all work on your account, including [List specific projects or tasks if necessary].

To avoid further action and to formally close your account in good standing, please remit the full outstanding balance by [Final Deadline Date]. Payments can be made via [Payment Method/Link].

If you have already sent the payment, please disregard this notice and provide us with the transaction details so we can update your account status.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]