

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Initial Retainer Deposit for [Case Name/Matter Description]

Dear [Client Name],

Thank you for choosing [Law Firm Name] to represent you regarding [Matter Description].

As discussed during our initial consultation and as outlined in our Engagement Agreement, we require an initial retainer deposit to begin work on your file. This deposit will be held in our client trust account and will be applied toward future legal fees and out-of-pocket expenses incurred on your behalf.

Total Retainer Amount Due: \$[Amount]

Please submit your payment by [Due Date] via one of the following methods:

- Check made payable to [Law Firm Name]
- Credit Card via our secure online portal: [Link]
- Wire Transfer (instructions attached)

We will begin providing legal services once the deposit has been received and cleared. If you have any questions regarding this invoice or our billing procedures, please feel free to contact our office.

Sincerely,

[Attorney Name]

[Law Firm Name]