

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Status of Retainer Agreement - [Matter Name/Case Number]

Dear [Client Name],

I am writing to follow up on the status of the Retainer Agreement sent to you on [Date]. As of today, we have not yet received the executed copy of the agreement or the required retainer deposit of \$[Amount].

Please be advised that until the signed agreement is returned and the retainer fee is paid in full, an attorney-client relationship has not been formally established. Consequently, our firm has not yet begun legal work on your behalf, and we are unable to take any formal action regarding your case.

If you intend for us to represent you, please return the signed document and submit the payment by [Deadline Date]. If we do not receive these items by that time, we will assume you do not wish to move forward, and we will close our file on this matter.

If you have already sent the documents or the payment, please disregard this notice. Should you have any questions or require another copy of the agreement, please contact our office immediately.

Sincerely,

[Your Name]

[Firm Name]