

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Request for Initial Retainer Fee - [Case Name or Project Reference]

Dear [Client Name],

Thank you for choosing [Firm/Company Name] to represent you regarding [brief description of matter].

As discussed during our initial consultation, we require an initial retainer fee to begin work on your file. This retainer serves as an advance payment for legal services and associated costs.

Retainer Amount Required: \$[Amount]

Please note that these funds will be held in our [Trust/Escrow] account and will be applied toward our future invoices. We will provide you with monthly statements detailing the work performed and the remaining balance of your retainer.

You may submit payment via the following methods:

- [Check payable to: Name]
- [Wire Transfer Instructions]
- [Online Payment Link]

Work on your matter will commence once the full retainer amount has been received and the enclosed Engagement Agreement has been signed and returned.

If you have any questions regarding this request, please contact our office at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Firm Name]