

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

[Date]

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

RE: Request for Advance Fee Payment (Retainer) - [Matter Name/Case Number]

Dear [Client Name],

Thank you for choosing [Law Firm Name] to represent you in the above-referenced matter. Pursuant to our Engagement Agreement dated [Date of Agreement], this letter serves as a formal request for an advance fee payment.

To begin legal services and establish our attorney-client relationship, we require an initial deposit of **[\$Amount]**. This amount will be held in our client trust account and will be applied against future legal fees and costs incurred during the course of representation.

Please submit your payment by [Due Date]. We accept the following payment methods:

- Check (Payable to [Law Firm Name])
- Wire Transfer (Instructions attached)
- Credit Card via [Online Payment Portal Link]

Upon receipt of the funds, we will commence work on your file immediately. We will provide you with monthly itemized statements detailing the work performed and the balance remaining in your trust account.

If you have any questions regarding this request or the billing process, please do not hesitate to contact our office.

Sincerely,

[Attorney Signature]

[Attorney Name]
[Law Firm Name]