

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement of Legal Services - [Matter Name/Reference Number]

Dear [Client Name],

Thank you for choosing [Law Firm Name] to represent you in connection with [brief description of matter]. We are pleased to act as your legal counsel.

This letter serves as a formal request for a retainer payment to initiate our services. As discussed and outlined in our Engagement Agreement dated [Date], we require an initial retainer fee in the amount of \$[Amount].

Please note that these funds will be held in our client trust account. We will apply these funds toward future invoices for legal fees incurred and out-of-pocket disbursements. If the retainer balance falls below \$[Minimum Balance], we may request that you replenish the fund to the original amount.

Please remit payment by [Date] via one of the following methods:

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

Our work on this matter will commence once the signed Engagement Agreement and the full retainer payment have been received.

If you have any questions regarding this request or the terms of our engagement, please do not hesitate to contact me directly.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]