

[Law Firm Name]
[Law Firm Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Request for Upfront Legal Fee / Retainer - [Matter Name/Case Number]

Dear [Client Name],

Thank you for choosing [Law Firm Name] to represent you in your legal matter regarding [Brief Description of Matter].

As discussed during our initial consultation, we require an upfront legal fee (retainer) to commence work on your file. This amount will be deposited into our client trust account and will be applied against future billable hours and disbursements incurred on your behalf.

Required Amount: \$[Amount]

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

- Check payable to: [Law Firm Name]
- Wire Transfer: [Routing and Account Details]
- Online Payment: [Link or Instructions]

Work on this matter will begin once the funds have been cleared. We will provide you with monthly statements detailing the services rendered and the remaining balance of your retainer.

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

Sincerely,

[Attorney Name]
[Title]
[Law Firm Name]