

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Required Retainer Funding - [Matter Name/Case Number]

Dear [Client Name],

Thank you for choosing [Law Firm Name] to represent you in the above-referenced matter. As discussed in our initial consultation and outlined in the Signed Engagement Agreement, we require a retainer deposit to begin work on your file.

Please find the funding requirements below:

- **Retainer Amount Due:** \$[Amount]
- **Due Date:** [Date]

This amount will be held in our client trust account. We will apply these funds toward future legal fees and out-of-pocket expenses incurred on your behalf. You will receive monthly statements detailing the work performed and the remaining balance of your retainer.

Payment Options:

- **Check:** Please make checks payable to "[Law Firm Name] Trust Account" and mail to the address above.
- **Credit Card/Electronic Payment:** Payments can be made online via our secure portal at [Insert Link].
- **Wire Transfer:** Please contact our office for specific wiring instructions.

Please note that work on this matter will commence once the full retainer amount has been received and cleared. If you have any questions regarding this request or the billing process, please contact [Contact Person Name] at [Phone Number].

We look forward to working with you.

Sincerely,

[Attorney Name]

[Law Firm Name]