

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Suspension of Services - Exhausted Retainer

Dear [Client Name],

This letter is to formally notify you that the retainer balance for your account with [Company Name] has been exhausted as of [Date].

Per the terms of our service agreement, we require a positive retainer balance to continue active work on your file. Consequently, all services related to [Project Name/Case Name] have been suspended effective immediately.

To resume services and ensure there are no further delays, please provide a replenishment payment of \$[Amount] by [Date]. You can make this payment via [Payment Method/Link].

Attached is a detailed statement of account reflecting the recent tasks completed and the application of your previous retainer funds.

We value our professional relationship and look forward to resuming work on your behalf as soon as the account is brought current. If you have any questions regarding this statement, please contact our billing department at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]