

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Retainer Replenishment for [Case Name/Matter Number]

Dear [Client Name],

We hope this letter finds you well.

This is a friendly reminder regarding the retainer replenishment request sent to you on [Date of Original Request]. Our records indicate that we have not yet received the payment of \$[Amount] required to bring your account balance to the agreed-upon level.

As outlined in our engagement agreement, maintaining a minimum retainer balance allows us to continue our work on your behalf without interruption. We currently have several upcoming tasks scheduled for your matter and would like to ensure there are no delays in our progress.

You may submit your payment via the following methods:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Check payable to Firm Name]
- [Payment Method 3: e.g., Credit Card by phone]

If you have already sent your payment, please disregard this notice. If you have any questions or if there is a discrepancy regarding your account, please contact our billing department at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter and for the opportunity to represent you.

Sincerely,

[Your Name/Firm Name]

[Your Title]