

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: SECOND NOTICE - Past Due Retainer Replenishment for [Case Name/Matter Number]

Dear [Client Name],

This letter serves as a second formal request regarding the replenishment of your retainer account. Our records indicate that we have not yet received the payment requested in our initial notice dated [Date of First Notice].

As of today, your retainer balance is \$[Current Balance]. Per our engagement agreement, a minimum balance of \$[Required Minimum] is required to continue legal services. To bring your account back into compliance, please remit a payment of **[\$Amount Due]**.

Current Status: Past Due

Amount Required: \$[Amount Due]

Due Date: [Date]

Please be advised that maintaining an adequate retainer is essential for us to dedicate the necessary time and resources to your matter. If payment is not received by [Date], we may be forced to suspend further work on your file or seek to withdraw from representation as permitted by professional conduct rules.

If you have already sent this payment, please disregard this notice. If you need to discuss payment options or have questions regarding your statement, please contact our billing department immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]

[Title]