

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

[Date]

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

RE: FINAL NOTICE - OVERDUE RETAINER PAYMENT

Dear [Client Name],

This letter serves as a final formal notice regarding the outstanding balance of your legal retainer for the matter: [Case Name/Reference Number].

As of this date, your account remains overdue in the amount of \$[Amount]. Despite our previous reminders sent on [Date of First Notice] and [Date of Second Notice], we have not received payment or a proposal for a payment plan.

Please be advised that under the terms of our Engagement Agreement, a current retainer is a requirement for continued representation. If payment is not received in full by [Deadline Date], we will have no choice but to take the following actions:

- Immediately suspend all work on your file.
- Commence formal withdrawal as your legal counsel of record.
- Refer this account to a collections agency or pursue legal action to recover the debt.

We value our professional relationship and would prefer to resolve this matter amicably. Please remit payment immediately via [Payment Method/Link] or contact our billing department at [Phone Number] today.

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Name]
[Your Title]
[Your Law Firm Name]