

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO REFER TO COLLECTIONS - BREACH OF RETAINER AGREEMENT

Dear [Client Name],

This letter serves as a formal notice regarding your outstanding balance of \$[Amount] for legal services rendered under the Retainer Agreement signed on [Date].

Our records indicate that your account is now [Number] days past due. Despite previous invoices and reminders sent on [Dates of previous contact], we have not received payment or a proposal for a payment plan. This failure to pay constitutes a material breach of our Retainer Agreement.

Please be advised that if payment is not received in full by [Deadline Date], we will take the following actions:

- Refer your account to a third-party debt collection agency.
- Commence formal legal proceedings to recover the debt, including interest and legal costs.
- Report the delinquency to relevant credit reporting bureaus.

You can avoid these actions by remitting the full balance via [Payment Method: e.g., Check, Wire, Online Portal] immediately. If you are unable to pay the full amount, please contact [Name/Department] at [Phone Number] or [Email] before the deadline to discuss a settlement or payment schedule.

Please give this matter your immediate attention to prevent further escalation.

Sincerely,

[Your Name/Firm Name]

[Title]

[Phone Number]