

DATE: [Insert Date]

TO:

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT ON RETAINER PAYMENT PLAN

Dear [Client Name],

This letter serves as formal notice that you are in default of the retainer payment plan agreement dated [Insert Date of Agreement] regarding the legal matter: [Insert Case Name/Reference Number].

As of today, our records indicate that you have missed the following payment(s):

- Payment Amount Due: \$[Insert Amount]
- Original Due Date: [Insert Date]

The total past due balance currently owed is: **\$\$[Insert Total Past Due]**.

Per the terms of our agreement, please remit the full past due amount by [Insert Deadline Date] to bring your account current. Failure to cure this default may result in the following actions:

- Immediate suspension of all legal services.
- Formal withdrawal as your legal counsel.
- Additional late fees or interest charges as outlined in your contract.

If you have already sent this payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a temporary adjustment to your schedule, please contact our billing department immediately at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]

[Title]

[Phone Number]