

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

[Date]

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

Subject: SECOND NOTICE: Outstanding Retainer Payment for [Project/Account Name]

Dear [Client Name],

This letter is a follow-up to our previous notice sent on [Date of First Notice] regarding the outstanding retainer payment for your account.

As of today, we have not yet received the payment of \$[Amount Due], which was due on [Original Due Date].

Account Summary:

- Invoice Number: [Invoice #]
- Invoice Date: [Date]
- Amount Due: \$[Amount Due]

Please be advised that per our agreement, a current retainer is required to continue our services. If payment is not received by [New Deadline Date], we may be forced to pause work on [Project Name] until the account is brought up to date.

Please submit your payment via [Payment Method: e.g., Bank Transfer, Credit Card Link, or Check].

If you have already sent the payment, please disregard this notice. If you are experiencing difficulties or have questions regarding this invoice, please contact our billing department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]