

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

[Date]

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

**RE: NOTICE OF BREACH OF CONTRACT - UNPAID RETAINER**

Dear [Client Name],

This letter serves as formal notice that you are in breach of the contract signed on [Date of Agreement] regarding [Project Name/Legal Matter].

According to Section [Section Number] of our agreement, an initial retainer fee of \$[Amount] was due on [Due Date]. As of today, our records indicate that this payment has not been received.

Please be advised that pursuant to the terms of our contract, work on this matter will not commence until the retainer has been paid in full. Failure to remit payment by [Final Deadline Date] will result in the immediate termination of our agreement and the cancellation of our services.

Payment can be made via [Payment Method: e.g., Wire Transfer, Check, Online Portal].

If you have already sent this payment, please disregard this notice and provide a transaction receipt for our records. If you have any questions regarding this balance, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]