

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF RIGHT TO CURE DEFAULT - RETAINER AGREEMENT

Dear [Client Name],

This letter serves as formal notice that you are currently in default of the Retainer Agreement entered into on [Date of Agreement] regarding [Description of Legal Matter/Case Number].

As of the date of this letter, your account is past due in the amount of \$[Amount Owed]. This default is based on the following:

- Unpaid Invoice #[Number] dated [Date]
- Failure to replenish retainer balance as required by Section [Number] of your Agreement.

Your Right to Cure:

Pursuant to the terms of our agreement and applicable regulations, you have the right to cure this default by submitting the full payment of \$[Amount Owed] no later than [Deadline Date, e.g., 10 days from receipt].

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

Consequences of Failure to Cure:

If the total past-due amount is not received by the deadline stated above, [Law Firm Name] will take the following actions:

1. Immediate cessation of all legal work on your matter.
2. Formal withdrawal as your legal counsel of record.
3. Collection efforts to recover the outstanding balance, which may include interest and legal costs.

We value our professional relationship and encourage you to resolve this matter immediately to avoid the interruption of your legal representation. If you believe this notice has been sent in error, please contact our billing department at [Phone Number] or [Email Address] immediately.

Sincerely,

[Attorney Name]

[Law Firm Name]