

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Demand for Payment of Retainer Fee

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the payment of the retainer fee as outlined in our agreement dated [insert date of agreement].

As per the terms of our agreement, a retainer fee of [insert amount] was to be paid for the services to be rendered. To date, I have not yet received this payment, which was due on [insert due date].

Please note that the prompt payment of this retainer is crucial for the continuation of services. I kindly ask you to remit the payment by [insert new deadline, typically 10-14 days from the date of this letter].

If you have already sent the payment, please disregard this notice.

Otherwise, should I not receive the full amount by the specified date, I may need to consider further action, including [mention any potential steps you may take, such as legal action or suspension of services].

Thank you for your prompt attention to this matter. I look forward to resolving this issue amicably.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]