

## Retainer Collection Letter

[Date]

[Client Name]

[Address]

[City, State, Zip]

Dear [Client Name]:

This is a reminder that the firm still has not received your retainer check in the amount of \$\_\_\_\_\_.

In order for us to continue representing you on the (specify) matter, your file must be current. If we do not receive your retainer within seven (7) days, we will assume that you are no longer interested in our continued representation of you in this matter. If this is the case, we will withdraw from your matter and will bill you for time already spent on it.

We would like you to remain a client of the firm and are anxious to mark your account current. Please attend to this matter today. I have included a self-addressed, stamped envelope for your convenience. If you have already sent us a check, we thank you.

If you have any questions or are not able to send payment immediately, please call me at [telephone number] today. Thank you.

Sincerely,

[Lawyer's Name]

[Firm's Name]

NOTE: This material is intended as only an example, which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will ISBA Mutual Insurance Company be liable for any direct, indirect, or consequential damages resulting from the use of this material.