|  |
| --- |
| **By email**  Mr/Ms {client}  @ |
|  |
| Geneva, {date} |

**Re : Your file - Retainer**

Dear Mr/Ms {client} ,

According to general practice, I kindly invite you to transfer the amount of **CHF {price}.-** (VAT 7.7% and administrative cost 2% included), as retainer regarding your case.

This amount may be transferred on the following bank account:

Beneficiary : **OA LEGAL SA**

Bank : {bank}

IBAN : {iban}

Swift/BIC: {swift}

Clearing: {clearing}

Reference : {ref}

Sincerely yours,

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