

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Request for Initial Trust Deposit - [Matter Name/Case Number]

Dear [Client Name],

Thank you for choosing [Law Firm Name] to represent you in your legal matter. As outlined in our signed Engagement Agreement, we require an initial trust deposit before we commence work on your file.

Please provide a deposit in the amount of \$[Amount]. This payment will be held in our client trust account and will be applied toward future legal fees and out-of-pocket costs incurred on your behalf.

**Payment Instructions:**

- **Check:** Please make checks payable to "[Law Firm Name] Trust Account" and mail them to our office address listed above.
- **Electronic Transfer/Credit Card:** [Insert Link or Instructions here if applicable].

We request that this deposit be made by [Due Date] to ensure there are no delays in beginning your representation. Once the funds are received, we will provide you with a receipt for your records.

If you have any questions regarding this request or the billing process, please do not hesitate to contact our office.

Sincerely,

[Attorney Name]

[Law Firm Name]