

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Deposit to Trust Account**

Dear [Client Name],

This letter is to formally acknowledge receipt of your retainer payment in the amount of \$[Amount] received on [Date].

These funds have been deposited into our firm's Client Trust Account. As outlined in our Engagement Agreement, these funds will remain in the trust account and will be applied toward future legal fees and costs as they are incurred. You will receive monthly billing statements detailing the services rendered and the deductions made from this retainer.

Please note that if the balance of your trust account falls below \$[Minimum Balance Amount], you may be required to provide an additional deposit to replenish the account.

A formal receipt for this transaction is enclosed for your records. If you have any questions regarding this deposit or your account balance, please contact our billing department at [Phone Number].

Thank you for choosing [Law Firm Name].

Sincerely,

[Attorney Name]

[Law Firm Name]

Enclosure: Receipt of Funds