

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Retainer Deposit Instructions for [Case Name/Matter Number]

Dear [Client Name],

Thank you for choosing [Law Firm Name] to represent you regarding [Description of Services].

To begin our representation, we require an initial retainer deposit in the amount of **[\$Amount]**. This amount will be held in our client trust account and will be applied toward future legal fees and out-of-pocket expenses as outlined in our Engagement Agreement.

Please submit your payment using one of the following methods:

1. Electronic Payment (Credit Card/ACH)

You may pay online via our secure payment portal at: [Link to Payment Portal]

2. Check

Please make checks payable to **[Law Firm Name] Trust Account** and mail them to:

[Mailing Address]

[City, State, Zip Code]

3. Wire Transfer

Bank Name: [Bank Name]

Account Name: [Account Name]

Account Number: [Number]

Routing Number: [Number]

Please note that work on your matter will commence once the full retainer amount has been received and cleared. If you have any questions regarding these instructions, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Attorney Name]

[Law Firm Name]