

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Monthly Retainer Replenishment - [Matter Name/Case Number]

Dear [Client Name],

This letter is to provide you with the monthly billing statement for legal services rendered through [Date].

Pursuant to our Retainer Agreement, we require the replenishment of your trust account to maintain the minimum required balance. Below is a summary of your account status:

- **Previous Retainer Balance:** \$[0.00]
- **Fees & Costs Incurred This Period:** \$[0.00]
- **Current Remaining Balance:** \$[0.00]
- **Replenishment Amount Due:** \$[0.00]

Please remit the replenishment amount of **\$(0.00)** by [Due Date] to ensure that work on your matter continues without interruption. This payment will restore your retainer balance to the required amount of **\$(Total Required Retainer Amount)**.

Payment can be made via [Check/Wire Transfer/Online Portal]. Please find the detailed invoice for this month's activities attached for your records.

If you have any questions regarding this statement, please contact our billing department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]

[Your Title]