

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Trust Account Replenishment for [Matter Name/Case Number]

Dear [Client Name],

According to our records and our initial fee agreement, your trust account balance is currently \$[Current Balance].

Per the terms of our agreement, a minimum evergreen balance of \$[Minimum Required Balance] is required to be maintained to cover ongoing legal fees and upcoming costs associated with your matter. To bring your account back to the required level, we kindly request a replenishment payment in the amount of \$[Amount Due].

Please remit this payment by [Due Date]. You may pay via the following methods:

- Check made payable to [Law Firm Name] Trust Account
- Credit Card via our secure portal: [Link]
- Wire Transfer (instructions available upon request)

Maintaining an adequate trust balance ensures that we can continue working on your case without interruption. If you have any questions regarding your current statement or this request, please contact our office.

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]