

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

I hope you are doing well.

This is a friendly reminder regarding the retainer balance for your legal matter. As per our initial fee agreement, we require the trust account to maintain a minimum balance to ensure the continuous handling of your case.

Currently, your trust account balance has fallen below the required threshold. To replenish the account, please provide a payment in the amount of **[\$Amount]** by **[Date]**.

This replenishment ensures that we have the necessary funds to cover upcoming fees and disbursements as we move forward with [briefly mention next step, e.g., discovery/trial preparation].

You may make your payment via [Payment Method: e.g., check, online portal, or wire transfer].

If you have already sent this payment, please disregard this letter. Should you have any questions regarding your statement or the status of your account, please feel free to contact our office.

Thank you for your prompt attention to this matter and for the opportunity to represent you.

Best regards,

[Your Name]

[Law Firm Name]