

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Low Trust Account Balance - [Case Name/Matter Number]

Dear [Client Name],

We are writing to inform you that the funds currently held in your trust account for the above-referenced matter have fallen below the required minimum balance of \$[Minimum Balance Amount].

As of [Date], your current trust account balance is \$[Current Balance].

Per our initial fee agreement, we require a replenishment of the trust account to ensure that there are sufficient funds available to cover upcoming legal fees and disbursements. Please provide a payment in the amount of \$[Replenishment Amount] to bring your account balance to the required level of \$[Total Target Balance].

Please remit this payment by [Due Date]. You may complete this transaction via:

- Check made payable to "[Law Firm Name] Trust Account"
- Wire Transfer (instructions attached)
- Online Payment Portal: [Insert Link]

Thank you for your prompt attention to this matter. Please contact our billing department at [Phone Number] if you have any questions regarding your account status.

Sincerely,

[Your Name/Firm Name]

[Title]