

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

According to our records and the terms of our Engagement Agreement, your trust account balance is required to maintain a minimum threshold of \$[Minimum Amount].

As of [Date], your current trust account balance is \$[Current Balance]. This falls below the required minimum threshold.

To ensure continued representation and to cover upcoming legal fees and costs, please replenish your trust account by depositing \$[Amount Needed] to bring the balance back to the required level of \$[Minimum Amount].

Please make your payment by [Due Date] via one of the following methods:

- Check made payable to: [Law Firm Name] Trust Account
- Online payment portal: [Link, if applicable]
- Wire transfer: [Provide details upon request]

If you have any questions regarding this request or your current balance, please contact our office at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]