

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

URGENT: NOTICE TO REPLENISH TRUST ACCOUNT

Dear [Client Name],

We are writing to inform you that the balance in your trust account held with [Firm Name] has fallen below the required minimum of \$[Minimum Balance]. The current balance is \$[Current Balance].

Per our engagement agreement dated [Date], a replenishment of funds is now required to ensure the continued progression of your legal matter. Specifically, these funds are needed for [List upcoming tasks, e.g., expert witness fees, filing costs, or upcoming trial preparation].

Amount Due: \$[Amount Requested]

Please remit this payment by [Due Date] via one of the following methods:

- [Payment Method 1, e.g., Wire Transfer Instructions]
- [Payment Method 2, e.g., Online Payment Link]
- [Payment Method 3, e.g., Check payable to "Firm Name Trust Account"]

Failure to replenish the trust account by the date indicated may result in the suspension of work on your file or our withdrawal as counsel, subject to court approval.

If you have any questions regarding this request or your current balance, please contact our office immediately.

Sincerely,

[Attorney Name]

[Firm Name]