

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Depleted Trust Account Funds - [Case Name/Matter Number]

Dear [Client Name],

I am writing to inform you that the retainer funds currently held in our trust account for your legal matter have been depleted. As of [Date], the remaining balance is \$[Current Balance].

Per our initial Fee Agreement, a minimum evergreen balance of \$[Required Minimum] is required to be maintained in your trust account to cover ongoing legal fees and upcoming disbursements. This ensures that work on your case continues without interruption.

Please remit a payment of \$[Amount Due] to replenish the account to the required level. We request that this payment be made by [Due Date].

Payments can be made via the following methods:

- Check made payable to: [Law Firm Name] Trust Account
- Online Payment Link: [Insert Link if applicable]
- Wire Transfer: [Insert Instructions if applicable]

Attached for your review is the most recent billing statement detailing the services rendered and costs incurred to date. If you have any questions regarding this request or your statement, please contact our office immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]