

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Zero Balance and Request for Trust Account Replenishment

Dear [Client Name],

We are writing to inform you that the funds previously held in your trust account for [Matter Name/Case Number] have been fully applied to outstanding invoices for legal services rendered and expenses incurred through [Date].

As of [Date], your trust account balance is \$0.00.

Per our initial Fee Agreement, a minimum retainer balance of \$[Minimum Amount] is required to continue work on your file. This ensures that funds are available to cover upcoming legal fees and third-party costs associated with your case.

Please provide a payment in the amount of \$[Amount Requested] by [Due Date] to replenish your trust account. You may submit payment via [Payment Method, e.g., Check, Credit Card, or Wire Transfer].

If you have any questions regarding your current statement or the status of your account, please contact our office at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]

[Title]