

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: FINAL NOTICE - REPLENISHMENT OF TRUST ACCOUNT

Dear [Client Name],

This letter serves as a final formal notice regarding the required replenishment of your trust account for the legal matter: [Case Reference/Matter Number].

As previously discussed and outlined in our initial engagement agreement, a minimum balance of \$[Minimum Balance Amount] must be maintained in your trust account to cover ongoing legal fees and disbursements. According to our records, your current balance is \$[Current Balance].

To continue our representation, please deposit \$[Amount Due] into your trust account by [Deadline Date].

Please be advised that if the requested funds are not received by the aforementioned date, we will be forced to take the following actions:

- Immediate suspension of all work on your file.
- Formal withdrawal as your legal counsel.
- [Optional: Filing of a motion to withdraw with the court].

Payment can be made via [Payment Methods: Check, Wire Transfer, Credit Card Link].

We value our professional relationship and wish to avoid any interruption in your legal services. Please contact our billing department immediately at [Phone Number] if you have any questions or have already sent payment.

Sincerely,

[Attorney Name]

[Law Firm Name]