

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: NOTICE OF SERVICE SUSPENSION - Trust Account Replenishment Required**

Dear [Client Name],

This letter is to formally notify you that professional services regarding [Matter Name/Case Number] have been suspended effective immediately. This suspension is due to your trust account balance falling below the minimum required retainer as outlined in our signed engagement agreement.

According to our records, your current trust account balance is \$[Current Balance]. To resume work on your file, a replenishment payment of \$[Amount Due] is required to bring your account to the mandatory minimum of \$[Total Required Retainer].

Please be advised that while services are suspended:

- No further legal work will be performed.
- No filings will be processed.
- Upcoming deadlines may be impacted.

To avoid further delays or the potential necessity of our formal withdrawal as counsel, please submit payment by [Due Date]. Payment can be made via [Payment Methods, e.g., Check, Credit Card, Wire Transfer].

Once the replenishment funds have cleared, we will resume active representation of your matter.

Sincerely,

[Your Name/Firm Name]

[Your Title]