

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Replenishment of Trust Account - [Case Name/Matter Number]

Dear [Client Name],

Thank you for your recent payment regarding Invoice #[Invoice Number]. This payment has been applied to the outstanding balance for services rendered through [Date].

Pursuant to our Fee Agreement, we require a minimum evergreen balance of \$[Minimum Amount] to be maintained in your trust account to cover upcoming legal fees and disbursements. Following the payment of your most recent invoice, your current trust account balance is \$[Current Balance].

To replenish your account to the required level, please remit a payment of \$[Amount Due] by [Due Date].

You may make your payment via the following methods:

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

Please contact our billing department at [Phone Number] or [Email Address] if you have any questions regarding this request.

Sincerely,

[Your Name/Firm Name]

[Title]