

[Law Firm Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Required Trust Account Replenishment - Pre-Trial Phase

Matter: [Case Name/Matter Number]

Dear [Client Name],

As we prepare for the upcoming trial scheduled for [Trial Date], I am writing to request a replenishment of your trust account. As outlined in our initial Representation Agreement, additional funds are required to cover the intensified costs associated with the trial phase.

To ensure we have the necessary resources for your defense/representation, we require a deposit of **[\$[Amount]]** into our client trust account by **[Due Date]**.

These funds will be used to cover anticipated expenses, including but not limited to:

- Expert witness fees and travel expenses;
- Court reporter and transcription costs;
- Trial exhibit preparation and technology fees;
- Subpoena service fees; and
- Final pretrial legal research and preparation hours.

Please note that maintaining a positive balance in your trust account is necessary for our firm to continue its preparation for your trial. Failure to replenish these funds may result in a request to withdraw as your counsel or a delay in trial proceedings.

You may submit payment via [Payment Methods, e.g., Check, Wire Transfer, or Online Portal].

If you have any questions regarding this request or would like a detailed breakdown of the anticipated trial costs, please do not hesitate to contact our office.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]