

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

As you are aware, your legal matter has now entered the litigation phase. This stage of the process involves significant additional expenses, including court filing fees, process server charges, court reporter fees for depositions, and expert witness retainers.

Our records indicate that the current balance in your trust account is \$[Current Balance]. According to our initial fee agreement, a minimum balance of \$[Required Minimum] must be maintained to cover ongoing litigation costs.

To ensure there is no delay in the progression of your case, we kindly request that you replenish your trust account in the amount of **\$[Requested Amount]** by [Due Date].

You may submit payment via the following methods:

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

Please note that these funds are held in trust and are used exclusively to pay for costs and services as they are incurred. You will continue to receive monthly statements detailing all disbursements made from this account.

If you have any questions regarding this request or the upcoming litigation schedule, please feel free to contact our office.

Sincerely,

[Attorney Name]

[Law Firm Name]