

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Exhausted Retainer - [Case Name/Matter Number]

Dear [Client Name],

This letter is to formally notify you that the initial retainer fee deposited for legal services regarding the above-referenced matter has been exhausted.

As of [Date], your current account balance is \$[Amount]. To date, we have applied the retainer funds toward [Briefly list services, e.g., research, filings, and consultations] as outlined in our original engagement agreement.

To ensure there is no interruption in our legal representation and to continue moving forward with your case, we require a replenishment of the retainer in the amount of \$[Amount] by [Date].

Please make your payment via [Payment Method: check, credit card, or online portal].

If you have any questions regarding the billing statement attached or the status of your case, please contact our office immediately.

Sincerely,

[Attorney Name]

[Law Firm Name]