

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Retainer Replenishment Request - [Matter Name/Case Number]

Dear [Client Name],

I am writing to provide you with an update regarding the status of your legal matter and your current trust account balance.

As per our initial engagement agreement, we require a minimum retainer balance to be maintained to ensure the continued progression of your case. At this time, your current balance has fallen below the required threshold of \$[Minimum Balance Amount].

To continue our representation and cover upcoming anticipated costs and fees, we kindly request a replenishment of your retainer in the amount of \$[Amount Requested].

Please find the summary of your account below:

- Current Retainer Balance: \$[Amount]
- Replenishment Amount Due: \$[Amount]
- New Total Retainer Balance: \$[Amount]

Please submit this payment by [Due Date] via [Payment Method: e.g., check, wire transfer, or online portal].

If you have any questions regarding your billing statement or the status of your case, please do not hesitate to contact our office.

Sincerely,

[Your Name]

[Law Firm Name]