

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Depleted Trust Account Funds - [Case Number/Matter Name]

Dear [Client Name],

This letter is to formally notify you that the funds currently held in your trust account for the above-referenced matter have been depleted.

As of [Date], the remaining balance in your trust account is \$[Amount]. This is due to recent disbursements for [briefly mention services, e.g., legal fees, court costs, or expert witness fees] as detailed in the attached statement.

Pursuant to our original Fee Agreement, a minimum retainer balance of \$[Required Minimum Amount] is required to continue work on your case. To ensure there is no interruption in our legal services, please provide a payment in the amount of \$[Requested Amount] by [Due Date].

Payments can be made via [Payment Method: check, credit card, or wire transfer].

If you have any questions regarding this notice or the attached invoice, please contact our office immediately.

Sincerely,

[Attorney Name]

[Law Firm Name]