

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Low Retainer Balance - [Case Name/Matter Number]

Dear [Client Name],

This letter is to inform you that your current retainer balance with [Law Firm Name] has reached a minimum threshold. As of [Date], the remaining balance in your trust account is \$[Amount].

Per our initial Fee Agreement, a replenishment of the retainer is required to ensure that legal services on your matter continue without interruption. Our records indicate that upcoming tasks, including [Brief Description of Upcoming Work], will require additional funds.

Please provide a payment in the amount of **[\$Amount Requested]** by [Due Date] to replenish your account. You may submit payment via [Payment Methods, e.g., Check, Credit Card, or Online Portal].

Maintaining a positive retainer balance is essential for us to dedicate the necessary time and resources to your case. If the account is not replenished by the date requested, we may be required to suspend work or move to withdraw from representation.

If you have already sent this payment, please disregard this notice. If you have any questions regarding your current statement or the status of your account, please contact our billing department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]