

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

This letter serves as formal notification that the retainer balance for your legal representation has been fully exhausted as of [Date].

To date, our records indicate an outstanding balance of \$[Amount] for services already rendered. Furthermore, to continue our representation in this matter, a replenishment of your retainer in the amount of \$[Amount] is required by [Deadline Date].

Please be advised that pursuant to our Engagement Agreement, we cannot perform further legal work on your file until the account is brought current and the retainer is replenished. Failure to receive payment by the aforementioned date may result in our withdrawal as your legal counsel.

You may submit payment via [Payment Method/Link].

If you have any questions regarding your billing statement or wish to discuss payment arrangements, please contact our office immediately.

Sincerely,

[Attorney Name]

[Law Firm Name]