

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

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

Dear [Client Name],

I am writing to provide you with an update on the progress of your legal matter and to discuss the current status of your retainer account.

As of [Date], the initial retainer of \$[Amount] has been applied toward services rendered and costs incurred to date. Due to [Reason for additional funds, e.g., upcoming trial preparation, extensive discovery, or increased motion practice], we anticipate significant work in the coming month.

To ensure that we can continue working on your case without interruption, we request an additional retainer payment of \$[Amount] to be deposited into our trust account by [Due Date].

These funds will be held in trust and applied against future monthly invoices. Any unused portion of this retainer will be refunded to you at the conclusion of our representation.

Please make your check payable to "[Firm Name]" or you may pay via [Online Payment Link/Method].

If you have any questions regarding your billing statement or this request, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Firm Name]