

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notification of Zero Balance Retainer - [Case/Matter Name or Number]

Dear [Client Name],

This letter is to inform you that the retainer funds previously deposited for your legal representation have been fully applied to your recent invoices. As of [Date], your retainer account balance is **\$0.00**.

Per the terms of our signed Fee Agreement, a minimum evergreen retainer of \$[Amount] is required to be maintained in our trust account to continue work on your matter.

Please provide a payment in the amount of \$[Amount] by [Due Date] to replenish your retainer. You may submit payment via [Payment Method, e.g., check, wire transfer, or online portal].

Failure to replenish the retainer may result in a suspension of services or our withdrawal from your case. If you have any questions regarding your account or the recent billing statement, please contact our office immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]

[Your Title]