

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Trust Account Status and Replenishment Request - [Case Name/Matter Number]

Dear [Client Name],

I am writing to provide you with an update regarding the status of your trust account held with [Law Firm Name] for the above-referenced matter.

As of [Date], the current activity and balance are as follows:

- **Previous Trust Balance:** \$[0.00]
- **Less Disbursements/Fees Paid:** \$[0.00]
- **Current Trust Balance:** \$[0.00]

Pursuant to our initial [Fee Agreement/Engagement Letter], a minimum evergreen balance of \$[Minimum Amount] is required to be maintained in your trust account to cover ongoing legal fees and anticipated costs.

To replenish the account to the required level, please remit a payment of **[\$Amount Due]** by [Due Date].

Payments can be made via [Check/Wire Transfer/Online Portal]. Please make checks payable to "[Law Firm Name] Trust Account" and include your matter number in the memo line.

If you have any questions regarding the attached statement or this request, please contact our billing department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]