

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Exhausted Retainer and Outstanding Invoice - [Case Name/Matter Number]

Dear [Client Name],

This letter is to formally notify you that the initial retainer held in our trust account for your legal representation has been fully exhausted as of [Date].

Attached to this letter, you will find Invoice #[Number], which details the professional services rendered and costs incurred from [Start Date] through [End Date]. The current status of your account is as follows:

- **Total Amount Invoiced:** \$[Amount]
- **Remaining Retainer Applied:** \$[Amount]
- **Total Outstanding Balance Due:** \$[Amount]

Pursuant to our Fee Agreement, please remit payment for the outstanding balance of \$[Amount] by [Due Date].

Furthermore, to continue work on your matter, we require an additional retainer replenishment in the amount of \$[Amount] to be deposited into our trust account. This will ensure that sufficient funds are available for upcoming [hearings/filings/discovery phases].

Please make checks payable to "[Firm Name]" or you may pay via [Online Payment Link/Credit Card].

If you have any questions regarding the specific entries on your invoice or if you wish to discuss payment arrangements, please contact our office immediately. We appreciate the opportunity to be of service to you.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title]