

URGENT NOTICE: REPLENISHMENT OF RETAINER REQUIRED

Date: [Insert Date]

To: [Client Name]
[Client Address]
[City, State, Zip Code]

Re: [Case Name/Matter Number]

Dear [Client Name],

This letter serves as formal notification that your current legal retainer with [Law Firm Name] has been depleted.

As of [Date], the remaining balance in your trust account is \$[Amount]. Based on our current activity and upcoming milestones in your case, specifically [Mention upcoming trial, deposition, or filing], these funds are insufficient to cover further legal services and disbursements.

Per our initial Fee Agreement, a replenishment of the retainer is now required to ensure continued representation. Please remit a payment of **\$(Amount Requested)** by **[Due Date]**.

Please be advised that if the retainer is not replenished by the date specified above, we may be forced to suspend work on your file or seek to withdraw as your legal counsel, subject to court approval where necessary.

Payment can be made via [Insert Payment Methods: e.g., Check, Credit Card Link, or Wire Transfer].

If you have any questions regarding your current statement or this request, please contact our office immediately.

Sincerely,

[Attorney Name]
[Law Firm Name]